



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.

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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

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart TAS 7001, phone (03) 6233 9685, fax (03) 6233 5703, email **applications@development.tas.gov.au**.

To be considered for the vacancy, all 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

Sport and Recreation Tasmania

Manager, Sport and Club Development (424408T).

Applications Close:— Friday, 19 November 2010.

Salary:— \$83,867 – \$91,369 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Fixed-term full-time (4 January 2011, 24 December 2011).

Location:— Hobart.

Duties:— Lead a state-wide team to ensure there are increased opportunities for sports and clubs in Tasmania to grow their capacity to create more opportunities for Tasmanians to participate in sport and recreation.

Desirable Requirements:— Current drivers licence.

Enquiries to Renee Watson for a copy of the Statement of Duties, phone (03) 6233 5615, email **Renee.Watson@development.tas.gov.au**. For further information about the position please contact Helen Langenberg, Director Sector Development, phone (03) 6233 5793, email **Helen.Langenberg@development.tas.gov.au**.

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

To be considered for an interview, applications must address the selection criteria outlined in the Statement of Duties and include a current Curriculum Vitae.

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

CULTURE, RECREATION AND SPORT

Screen Tasmania

Executive Assistant (424923).

Applications Close:— Friday, 19 November 2010.

Salary:— \$49,097 – \$53,441 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:— Hobart.

Duties:— Provide comprehensive and high level executive assistance and administrative support to the Director of Screen Tasmania and the business unit.

Co-ordinate the day to day functionality of the office, ensuring efficiency of internal operations and communications systems, including handling of enquiries, providing accurate guidance and advice to applicants and stakeholders and managing database systems for accurate tracking of information, applications and contacts.

Desirable Requirements:— Experience using Filemaker Pro.

Enquiries to Anne Hutchinson, Executive Assistant, phone (03) 6233 6995, email **anne.hutchinson@screen.tas.gov.au**.

EDUCATION

COMMUNITY KNOWLEDGE NETWORK

LINC's West

Burnie LINC

LINC Services Co-ordinator, Information Services (700431).

Applications Close:— Friday, 19 November 2010.

Salary:— \$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time 73.50 hours per fortnight.

Location:— Burnie LINC.

Description of the Role:— Manage and co-ordinate the provision of assigned information, community learning or adult and family literacy services and programs in an urban catchment area and contribute directly to the formulation of Community Knowledge Network policies.

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

Desirable Requirements:— Appropriate academic/professional qualifications.

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

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

For a copy of the Statement of Duties please contact Roslyn Rockcliff, phone (03) 6434 6416, email: roslyn.rockcliff@education.tas.gov.au.

Enquiries to Sue Howard, Department of Education, phone (03) 6434 6311, email sue.howard@education.tas.gov.au.

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

EDUCATION

COMMUNITY KNOWLEDGE NETWORK

Strategy and Performance

Public Programs Marketing Officer (700240).

Applications Close:— Friday, 26 November 2010.

Salary:— \$66,073 – \$69,098 pro rata.

Tasmanian State Service Award, General Stream, Band 5.

Permanent part-time 58.8 hours per fortnight.

Location:— Region, South.

Description of Role:— Responsible for the co-ordination and development of a range of public programs and marketing services that enhance and promote a positive image of the Community Knowledge Network. Provide advice and support to local managers on marketing and market development strategies.

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

Desirable Requirements:— Tertiary qualifications in a related discipline would be an advantage.

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 Anita Favretto, Department of Education, phone (03) 6233 4904, email anita.favretto@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

EDUCATIONAL PERFORMANCE SERVICES

Principal Educational Review Officer, Educational Performance Services (963249).

Applications Close:— Friday, 19 November 2010.

Salary:— \$49,058 – \$78,509 p.a.

Teaching Service (TPS) Award, Teacher (Non Teaching).

Permanent full-time Band 3, Level 3 for 73.50 hours per fortnight.

Location:— Educational Performance Services (South).

Description of the Role:— Work as part of a Management Team to provide high level support and direction in delivering quality service data acquisition, entry, validation, extraction and analysis as well as developing and conducting aspects of Statewide monitoring and reporting. Ensure appropriate prioritisation of tasks and workload balance of data team.

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

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

High level leadership in data management and analysis across a broad range of projects.

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

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

For a copy of the Statement of Duties please contact Andrew Jones, phone (03) 6233 4864, email andrew.d.jones@education.tas.gov.au.

Enquiries to Irene Gray, Department of Education, phone (03) 6212 4400, email irene.gray@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Fixed-term and Casual School Support Employment Register (Various).

Applications Close:— Friday, 9 November 2012.

Salary:— See Below.

Classification:— See Below.

Register.

Location:— Vacancies will occur on a statewide basis.

We invite interested persons to apply for our Fixed-term and casual employment register. This register is established to provide the Department of Education with a pool of experienced and skilled people who are available for work for fixed periods and at short notice. The follow vacancies may arise in various schools across Tasmania:—

School Administration Clerk duties include—as part of the school office team provide a broad range of general administrative support consisting of effective and efficient client services and advice and operation of school based accounting, maintenance and records systems.

Salary Range: \$44,925 – \$48,998 pro rata, Tasmanian State Service Award, General Stream, Band 2.

Education Facility Attendant duties include:—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.

Salary Range: \$35,356 – \$40,234 pro rata, Miscellaneous Workers (Public Sector) Award, Education Facility Attendant, Level 1-3.

Teacher Aide duties include:—General, provide assistance to the teacher(s) by assisting with the management and learning of students.

Special, provide assistance to the teacher(s) by assisting with the management and learning of students with special needs.

Technical, provide assistance to the teacher(s) by assisting with the management and learning of students, especially in material design and technology.

Desirable Requirements: College or TAFE studies in health and/or education.

Salary Range: \$40,527 – \$43,720 pro rata, Teacher Aides Industrial Agreement 2008.

Canteen Assistant duties include:—maintain and deliver the school canteen services.

Salary Range: \$34,815 – \$43,365 pro rata, Tasmanian State Service Award, General Stream, Band 1.

* All salaries are effective from 25 November 2010.

All above positions have the following Essential Requirement:—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: convictions check for crimes of violence, sex related offences, serious drug offences.

Enquiries:— For preliminary discussions please contact your nearest school as below:—

North:—

Leonie Johnston Brooks High School (03) 6324 7201.

Sue Burn Campbell Town District High School (03) 6381 1166.

Helen Hale Mowbray Heights Primary School (03) 6326 1892.

North West:—

Gail McLaren East Devonport Primary School (03) 6427 8932.

Susan Emery Devonport High School (03) 6424 9461.

Jan Robertson Penguin High School (03) 64372102.

South:—

Christine Mitchell Taroona High School (03) 6227 7700.

Mary Beasley New Town High School (03) 6278 0400.

South East:—

Annette Pearson Rose Bay High School (03) 6243 8511.

Teresa Newman Sorell School (03) 6269 1100.

Interested applicants should forward an Application for Employment form, a statement addressing the selection criteria (one paragraph per selection criteria), and a one page resume.

Interested applicants should forward an Application for Employment form, a statement addressing the selection criteria (one paragraph per selection criteria), and a one page resume.

Applications to:— Send applications to the follow contact below for your region:—

North:—

Helen Hale, School Executive Officer, Mowbray Heights Primary School, P O Box 131, Mowbray Heights TAS 7248, fax (03) 6326 6119, email helen.hale@education.tas.gov.au.

North West:—

Sue Emery, School Executive Officer, Devonport High School, 91 Best Street, Devonport TAS 7310, fax (03) 64246621, email susan.emery@education.tas.gov.au.

South and South East:—

Christine Mitchell, School Executive Officer, Taroona High School, Meath Avenue, Taroona TAS 7053, fax (03) 6227 7799, email christine.mitchell@education.tas.gov.au.

All applicants will be advised of the outcome of their applications.

EDUCATION

LEARNING SERVICES

Learning Services (North)

Administrative Officer, Learning Services (North) (963386).

Applications Close:— Friday, 19 November 2010.

Salary:— \$49,097 – \$53,441 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time 73.50 hours per fortnight.

Location:— Learning Services (North).

Description of the Role:— Provide high level clerical and administrative support to Learning Services Management Team and other team members. Contribute to the efficient operation of Learning Services including the provision of high level customer services.

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

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

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

Enquiries to Ben Neate, Department of Education, phone (03) 6336 2594, email benjamin.neate@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (North)

Advanced Skills Teacher, Launching Into Learning Co-ordinator Leader -Learning Services (North) (963521).

Applications Close:— Friday, 19 November 2010.

Salary:— \$85,035 p.a.

Teaching Service (TPS) Award, Advanced Skills Teacher, Band 2.

Fixed-term part-time 28 hours per fortnight from 14 February 2011 to 22 December 2011.

Location:— Learning Services (North).

Description of the Role:— To implement and manage appropriate learning programs for students and to assess individual student progress. To assist the Principal in the general educational leadership, management and administration of a particular sector of a school or college.

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

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

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

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

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

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

Enquiries to Craig Tyeson, Department of Education, phone (03) 6336 2594, email craig.tyeson@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (North)

Advanced Skills Teacher, Student Works (North) (209105).

Applications Close:— Friday, 19 November 2010.

Salary:— \$85,035 p.a.

Teaching Service (TPS) Award, Advanced Skills Teacher, Band 2.

Fixed-term full-time from 14 February 2011 to 22 December 2012.

Location:— Learning Services (North).

Description of the Role:— To implement and manage appropriate learning programs for students and to assess individual student progress. To assist the Principal in the general educational leadership, management and administration of a particular sector of a school or college.

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

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

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

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

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

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

Enquiries to Craig Woodfall, Department of Education, phone (03) 6336 2594, email craig.woodfall@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (North)

Braille Interpreter, Guaranteeing Futures (962601).

Applications Close:— Friday, 19 November 2010.

Salary:— \$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time from 28 February 2011 until 13 January 2012.

Location:— Region, North.

Description of Role:— Provide pathway planning and transition support for young people aged 13-17 in a secondary school environment.

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:— A Current Drivers License.

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 Linda Goss, Department of Education, phone 0409 334 459, email linda.goss@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

LEARNING SERVICES

Learning Services (North)

Teacher Aide General, Stephanie Alexander Garden Specialist, Port Dalrymple School (964412).

Applications Close:— Friday, 19 November 2010.

Salary:— \$39,157 – \$42,242 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Fixed-term part-time from 14 February 2011 to 22 December 2011 for 30 hours per fortnight upto 42 weeks per year.

Location:— Port Dalrymple School.

Description of the Role:— Provide assistance to the teacher(s) by assisting with the management and learning of students with the Stephanie Alexander Garden Program.

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:— College or TAFE studies in health and/or education.

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 Pam Johns, Department of Education, phone (03) 6382 0500, email pam.johns@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (North)

Teacher Aide General, Stephanie Alexander Kitchen Specialist, Port Dalrymple School (962332).

Applications Close:— Friday, 19 November 2010.

Salary:— \$39,157 – \$42,242 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Fixed-term part-time from 14 February 2011 to 21 December 2012 for 30 hours per fortnight upto 42 weeks per year.

Location:— Port Dalrymple School.

Description of the Role:— Provide assistance to the teacher(s) by assisting with the management and learning of students with the Stephanie Alexander Kitchen Program.

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

Desirable Requirements:— College or TAFE studies in health and/or education.

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 Pam Johns, Department of Education, phone (03) 6382 0500, email pam.johns@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (North)

Deloraine Primary School

School Executive Officer, Deloraine Primary School (952813).

Applications Close:— Friday, 19 November 2010.

Salary:— \$66,073 – \$69,098 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Fixed-term full-time from 7 February 2011 until 31 December 2012.

Location:— Deloraine Primary School.

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

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

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

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

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

Enquiries to Brett Youd, Department of Education, phone (03) 6362 2012, email brett.youd@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

LEARNING SERVICES

Learning Services (North)

Exeter Primary School

Assistant Principal, Exeter Primary School—2 Vacancies.

Applications Close:— Friday, 19 November 2010.

Salary:— \$95,169 p.a.

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

Vacancy No. 205256.

Fixed-term full-time from 14 February 2011 to 22 December 2012.

Location:— Exeter Primary School.

Vacancy No. 205257.

Fixed-term full-time from 14 February 2011 to 22 December 2012.

Location:— Exeter Primary School.

Description of the Role:— To assist the Principal in the general educational leadership, management and administration of a school or college.

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

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

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

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

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

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

Enquiries to Sally Milbourne, Department of Education, phone (03) 6394 4700, email sally.milbourne@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (North)

Kings Meadows High School

Advanced Skills Teacher, Kings Meadows High School (205356).

Applications Close:— Friday, 19 November 2010.

Salary:— \$85,035 p.a.

Teaching Service (TPS) Award, Advanced Skills Teacher, Band 2.

Permanent full-time from 14 February 2011.

Location:— Learning Services (North).

Description of the Role:— To implement and manage appropriate learning programs for students and to assess individual student progress. To assist the Principal in the general educational leadership, management and administration of a particular sector of a school or college.

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

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

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

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

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

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

Enquiries to Charlotte Marshall, Department of Education, phone (03) 6343 1000, email charlotte.marshall@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (North)

Launceston College

Teacher Media, Launceston College (205782).

Applications Close:— Friday, 19 November 2010.

Salary:— \$49,058 – \$78,509 p.a.

Teaching Service (TPS) Award, Teacher.

Permanent full-time from 7 February 2011.

Location:— Launceston College.

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

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

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

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

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

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

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

application will be acknowledged by return email within two working days.

Enquiries to Keith Wenn, Department of Education, phone (03) 6332 7777, email keith.wenn@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (North)

Port Dalrymple School

Advanced Skills Teacher, Port Dalrymple School (955066).

Applications Close:— Friday, 19 November 2010.

Salary:— \$85,035 p.a.

Teaching Service (TPS) Award, Advanced Skills Teacher, Band 2.

Permanent full-time from 14 February 2011.

Location:— Port Dalrymple School.

Description of the Role:— To implement and manage appropriate learning programs for students and to assess individual student progress. To assist the Principal in the general educational leadership, management and administration of a particular sector of a school or college.

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

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

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

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

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

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

Enquiries to Phil Challis, Department of Education, phone (03) 6382 0500, email philip.challis@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (North)

Scottsdale High School

School Administration Clerk, Scottsdale High School (305749).

Applications Close:— Friday, 19 November 2010.

Salary:— \$43,406 – \$47,341 pro rata.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 22 hours per fortnight for up to 40 weeks per year.

Location:— Scottsdale High School, Based at Dorset Education and Training Centre.

Description of Role:— As part of the school office team provide a broad range of general administrative support consisting of effective and efficient client services and advice and operation of school based accounting, maintenance and records systems.

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

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

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

Enquiries to Ann Fedyk, Department of Education, phone (03) 6352 2477, email ann.fedyk@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

LEARNING SERVICES

Learning Services (North)

South George Town Primary School

Advanced Skills Teacher, National Partnership, South George Town Primary School (964305).

Applications Close:— Friday, 19 November 2010.

Salary:— \$85,035 p.a.

Teaching Service (TPS) Award, Advanced Skills Teacher, Band 2.

Fixed-term full-time from 14 February 2011 to 22 December 2011.

Location:— South George Town Primary School.

Description of the Role:— To implement and manage

appropriate learning programs for students and to assess individual student progress. To assist the Principal in the general educational leadership, management and administration of a particular sector of a school or college.

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

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

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

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

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

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

Enquiries to Beverley Shadbolt, Department of Education, phone (03) 6382 1564, email bev.shadbolt@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (North)

West Launceston Primary School

School Administration Clerk, West Launceston Primary School (952595).

Applications Close:— Friday, 19 November 2010.

Salary:— \$43,406 – \$47,341 pro rata.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 56 hours per fortnight from 11 February 2011 for up to 42 weeks per year.

Location:— West Launceston Primary School.

Description of Role:— As part of the school office team provide a broad range of general administrative support consisting of effective and efficient client services and advice and operation of school based accounting, maintenance and records systems.

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

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

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

Enquiries to Jessica Collins, Department of Education, phone (03) 6331 4160, email jess.collins@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

LEARNING SERVICES

Learning Services (North-West)

East Devonport Primary School

School Psychologist, East Devonport Primary School (963516).

Applications Close:— Friday, 19 November 2010.

Salary:— \$53,682 – \$78,509 p.a.

Teaching Service (TPS) Award, School Psychologist.

Fixed-term full-time from 14 February 2011 until 22 December 2011.

Location:— East Devonport Primary School.

Description of Role:— Work in schools as a member of a multi-disciplinary Learning Service Support Team to provide a child and adolescent psychological service which supports students and families. Contribute to capacity building of school communities to improve access, participation and achievement of students.

Essential Requirements:— · Must be registered by the Psychology Board of Australia under the Health Practitioner Regulation National Law (Tasmania), or Possession of a degree with a fourth year qualification in Psychology which will enable registration following two years of supervised practice as a School Psychologist.

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:— A current driver's licence.

Eligible for membership of the Australian Psychological Society.

Qualifications as established by the Tasmanian Industrial Commission in the Teaching Service (Tasmanian Public Sector) Award.

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications:—

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

Enquiries to Heather Rutherford, Department of Education, phone 0407 340 287, email heather.rutherford@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

LEARNING SERVICES

Learning Services (South)

School Support Leader -School Support, Learning Services (South) (963388).

Applications Close:— Friday, 19 November 2010.

Salary:— \$102,245 p.a.

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

Fixed-term full-time from 1 January 2011 to 31 December 2012.

Location:— Learning Services (South).

Description of the Role:— Provide leadership, direction and high level support to principals and schools in the development and implementation of designated support programs.

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

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

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

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

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

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

For a copy of the Statement of Duties please contact Lynne Blake, phone (03) 6212 3245, email lynne.blake@education.tas.gov.au.

Enquiries to Katrina Beams, Department of Education, phone (03) 6212 3239, email katrina.beams@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (South)

Blackmans Bay Primary School

School Administration Clerk, Blackmans Bay Primary School (963816).

Applications Close:— Friday, 19 November 2010.

Salary:— \$43,406 – \$47,341 pro rata.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 7.35 hours per fortnight from 1 February 2011 for up to 42 weeks per year.

Location:— Blackmans Bay Primary School.

Description of Role:— As part of the school office team provide a broad range of general administrative support consisting of effective and efficient client services and advice and operation of school based accounting, maintenance and records systems.

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

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

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

Enquiries to Trish Palmer, Department of Education, phone (03) 6229 6637, email trish.palmer@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

LEARNING SERVICES

Learning Services (South-East)

Dunalley Primary School

Teacher Aide Special, Dunalley Primary School (650674).

Applications Close:— Friday, 19 November 2010.

Salary:— \$39,157 – \$42,242 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

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

Location:— Dunalley Primary School.

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

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

Desirable Requirements:— College or TAFE studies in health and/or education.

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 Matthew Kenny, Department of Education, phone (03) 6253 5151, email matthew.kenny@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (South-East)

Howrah Primary School

Teacher Aide Special, Howrah Primary School (954082).

Applications Close:— Friday, 19 November 2010.

Salary:— \$39,157 – \$42,242 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time 20 hours per fortnight upto 42 weeks per year.

Location:— Howrah Primary School.

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

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

Desirable Requirements:— College or TAFE studies in health and/or education.

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 Shelley Thorne, Department of Education, phone (03) 6233 8090, email shelley.thorne@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (South-East)

Kempton Primary School

Principal, Kempton Primary School (202913).

Applications Close:— Friday, 19 November 2010.

Salary:— \$85,035 p.a.

Teaching Service (TPS) Award, Band 3, Level 1.

Permanent full-time from 1 January 2011.

Location:— Kempton Primary School.

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

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

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

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

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

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

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

Enquiries to Bob Phillips, Department of Education, phone (03) 6212 3117, email bob.phillips@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

LEARNING SERVICES

Learning Services (South-East)

Richmond Primary School

School Administration Clerk, Richmond Primary School (961241).

Applications Close:— Friday, 19 November 2010.

Salary:— \$43,406 – \$47,341 pro rata.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 9.5 hours per fortnight for up to 42 weeks per year.

Location:— Richmond Primary School.

Description of Role:— As part of the school office team provide a broad range of general administrative support consisting of effective and efficient client services and advice and operation of school based accounting, maintenance and records systems.

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

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

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

Enquiries to Kate Slater, Department of Education, phone (03) 6260 2191, email kate.slater@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

LEARNING SERVICES

Learning Services (South-East)

Rokeby High School

Principal, Rokeby High School (201971).

Applications Close:— Friday, 19 November 2010.

Salary:— \$102,245 p.a.

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

Permanent full-time from 1 January 2011.

Location:— Rokeby High School.

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

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

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

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

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

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

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

Enquiries to Bob Phillips, Department of Education, phone (03) 6212 3117, email bob.phillips@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

LEARNING SERVICES

Programs, Students

Inclusive Learning Support Service

Services to Vision Impaired Students

Braille Interpreter (961964).

Applications Close:— Friday, 19 November 2010.

Salary:— \$49,097 – \$53,441 pro rata.

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time 6 hours per fortnight from 15 February 2011 for up to 40 weeks per year.

Location:— Region, North West.

Description of Role:— Give visually impaired students access to the language of the school community and vice versa, via the translation and use of alternate resources. Liaise with Vision Impaired (VI) resource teachers to assist with planning for students across all curriculum areas and provide communication links between the support team, the school community, families and students.

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:— Experience with Braille.

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 Margaret Griffin, Department of Education, phone (03) 6212 3535, email margaret.griffin@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

SKILLS TASMANIA

Strategic Directions

Strategy

Senior Planning and Policy Officer, Skills Tasmania (963296).

Applications Close:— Friday, 19 November 2010.

Salary:— \$83,867 – \$91,369 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Fixed-term full-time from 1 December 2010 until 30 November 2011.

Location:— Region, South.

Description of Role:— Assist with strategic planning processes and major policy development, implementation and review. Facilitate the provision of advice on policy matters for consideration by senior management and government.

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 Keith Thompson, Department of Education, phone (03) 6233 7140, email keith.thompson@skills.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.

HEALTH AND HUMAN SERVICES

AMBULANCE TASMANIA

Paramedic (516664).

Applications Close:— Friday, 19 November 2010.

Salary:— \$50,000 – \$57,500 p.a.

Tasmanian Ambulance Service Award, Paramedic.

Permanent full-time shift worker (fully rotational).

Location:— Burnie.

Duties:— Qualified Ambulance Paramedic to undertake emergency pre-hospital care and required to work fully rotational shift work on a four day on four day off basis.

Essential Requirements:—

Holds a Bachelor of Paramedic Science and relevant work experience or other qualification approved by the Service.

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

Enquiries to Norris Hayes, Department of Health and Human Services, phone (03) 64 346974, email norris.hayes@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

Area Support Manager PAS (519581).

Applications Close:— Friday, 26 November 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:— Launceston.

Duties:— The Area Support Manager (PAS) will assist the Manager (PAS) Support in the successful administration of the statewide Patient Administration System (PAS), iPatient Manager (iPM). Effective and efficient support will be provided via a small central team overseeing the system, together with teams located in each region of the Area Health Services.

Desirable Requirements:— Sound working knowledge of the iPM Patient Administration System (or the ability to quickly acquire) and how it is used to support both the business of the Dept of Health and Human Services and the business of the Area Health Service. Demonstrated ability to successfully lead complex Information Systems projects, with a demonstrated ability to identify opportunities for process innovation, consider and develop options and recommend effective solutions. High level interpersonal and oral communication skills, including the ability to liaise and negotiate and interact effectively with staff at all levels.

Enquiries to Sonia Purse, Department of Health and Human Services, phone (03) 63487021, email sonia.purse@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

CARE REFORM

Assistant Director of Nursing (ADON) Community Health Reform (517254).

Applications Close:— Friday, 19 November 2010.

Salary:— \$92,915 p.a.

Nurses (TPS) Award, Registered Nurse, Level 4, Grade 2.

Permanent full-time day worker.

Location:— Hobart or Launceston.

Duties:— The Assistant Director of Nursing, Community Health Reform will set the strategic direction across the agency for community models of care within community nursing and other community care services. Provide specialist expert advice on community models of care and/or specific programs for at risk groups, best practice strategies and priorities and lead and manage projects associated with this.

Essential Requirements:— Registered with the Nursing and Midwifery Board of Australia.

Enquiries to Pip Leedham, Department of Health and Human Services, phone (03) 6336 5590, email pip.leedham@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

CHIEF HEALTH OFFICER

Population Health

Administrative Assistant (500881).

Applications Close:— Friday, 19 November 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 for 60.8 hours per fortnight from As soon as possible for a period of 12 months.

Location:— Hobart.

Duties:— This position will play an important role in supporting staff in Population Health Priorities to implement a range of programs to enhance the health and wellbeing of Tasmanians. You will need a high level of initiative and flexibility, along with sound administrative, secretarial and computer skills. We are seeking someone who is a strong team player who can contribute their enthusiasm and skills to complement the skills of the staff working in the Population Health Team.

Desirable Requirements:— Ability to exercise judgement and discretion and to maintain confidentiality. Good communication skills, including the ability to function effectively as a member of a small team under pressured circumstances, to respond to enquiries courteously and discreetly and to effectively liaise with senior personnel. Ability to prioritise workload to work calmly and effectively in order to meet deadlines.

Enquiries to Morven Andrews, Department of Health and Human Services, phone (03) 62227205, email morven.andrews@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 Program Officer, Healthy@Work Project (519824).

Applications Close:— Friday, 19 November 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 for 60.8 hours per fortnight from As soon as possible until 29 June 2012.

Location:— Hobart.

Duties:— As a member of the Healthy Settings Unit the Policy and Program Officer will facilitate the development and implementation of the Healthy@Work project and resources. The project will provide an overarching framework for uniting and strengthening current and future workplace health and wellbeing initiatives.

Desirable Requirements:— Using a health promotion framework, develop the Healthy @ Work project framework, implementation plan and resources. This includes; working closely with key stakeholders and content experts in the development of evidence-based resources and promotional materials; the development of a website to support this project; liaison with graphic designers, printers and stakeholders in the development and production of the resources etc. Work as part of the broader Population Health team to promote and market the program to health and education professionals, stakeholder bodies and other relevant parties. Use a range of strategies to engage with staff across sectors in order to maximize their involvement with the program development and implementation.

Enquiries to Sue Frendin, Department of Health and Human Services, phone 0400 079121, email sue.frendin@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—2 Vacancies.

Applications Close:— Friday, 19 November 2010.

Salary:— \$46,450 – \$74,527 p.a.

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

Vacancy No. 516125.

Fixed-term full-time day work commencing As soon as possible for a period of 12 months (part-time hours may be considered by negotiation).

Location:— DCYFS, Children and Family Services, South West.

Vacancy No. 513232.

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, South West.

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.

The role of the Child Protection Worker is to provide professional services in accordance with legislation, practice guidelines, policies and procedures and by applying professional judgment to ensure that services are delivered in the best interest of the child/young person and their family.

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, 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 Lee-Ann Russell, Department of Health and Human Services, phone (03) 6230 7666, email leeann.russell@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 (517032).

Applications Close:— Friday, 19 November 2010.

Salary:— \$48,439 – \$52,727 p.a.

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

Permanent full-time day work.

Location:— Housing Tasmania, South West.

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

Desirable Requirements:—Demonstrated ability to maintain a customer service focus in a service delivery environment subject to ambiguity and change.

Demonstrated ability to interpret client circumstances and requirements, use initiative and utilise problem solving skills to make well-informed recommendations in relation to tenancy management, within legislation, policy and guidelines.

Demonstrated ability, both individually and as a member of a team, to plan, organise, set priorities to complete tasks to meet deadlines and achieve established benchmarks and standards.

Enquiries to Kim Bomford, Department of Health and Human Services, phone (03) 6233 8635, email kim.bomford@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.

Clinical Specialist Musculoskeletal/Deputy Manager (502076).

Applications Close:— Friday, 3 December 2010.

Salary:— \$81,876 – \$90,556 p.a.

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

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

Location:— North West Area Health Service.

Duties:— This is an exciting opportunity for a physiotherapist with significant experience to join our dynamic health team working across the North West Area Health Service.

This clinical leadership role will be responsible for providing teaching and supervision of Level 1 staff and students and effective physiotherapy services which are supported by evidence based practice. Significant musculoskeletal and orthopaedic experience will be essential.

Based in Tasmania's Cradle Coast region, you will be surrounded by some of Australia's most breathtaking mountains, National Parks and pristine beaches. If you enjoy the outdoors, adventure will be on your doorstep! This is an outstanding opportunity to advance your career in one of the most liveable parts of Australia.

We offer excellent opportunities for professional development and clinical leadership, a supportive and committed team of 30 clinical staff, with opportunities for innovative health promotional activities. Access to two hydrotherapy pools for patient recovery and a well resourced department. There is opportunity to travel within the region. We also offer salary packaging, relocation assistance, lower cost of housing and a fantastic lifestyle.

Essential Requirements:— Registered with the Physiotherapy Board of Australia.

Enquiries to Ali Macrae, Department of Health and Human Services, phone (03) 6430 6608, email physio.burnie@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

Mersey Community Hospital

Nurse Unit Manager (515187).

Applications Close:— Friday, 26 November 2010.

Salary:— \$79,725 – \$83,496 p.a.

Nurses (TPS) Award, Nurse Unit Manager.

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

Location:— Department of Emergency Medicine -Latrobe.

Duties:— To provide leadership to the Department of Emergency Medicine. Ensure the efficient and effective provision of care, based on clinical standards and best practice principles within a collaborative and multidisciplinary framework by co-ordinating the clinical, management, education and nursing research functions within the Department of Emergency Medicine.

Essential Requirements:— Registered with the Nursing and Midwifery Board of Australia.

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

Enquiries to Julie Duff, Department of Health and Human Services, phone (03) 6426 5468, email julie.duff@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

Primary Health Services North West

Enrolled Nurse, Medication Endorsed Casual/Relief (518213).

Applications Close:— Friday, 19 November 2010.

Salary:— \$47,703 – \$50,454 p.a.

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

Fixed-term casual shiftwork, working hours as and when required, commencing As soon as possible for a period of 2 years.

Location:— Rosebery Community Health Centre.

Duties:— In accordance with Agency policies and legal requirements the Enrolled Nurse provides direct and indirect nursing care to the resident/ client/ patient under the direction and supervision of a Registered Nurse. Casual Position for medication endorsed Enrolled Nurse at Rosebery Community Health Centre, both centre based care and care in the home.

Essential Requirements:— Registered with the Nursing and Midwifery Board of Australia.

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, 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 Yvonne Armstrong, Department of Health and Human Services, phone (03) 6473 5700, mobile 0438 557 625, email yvonne.armstrong@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

ACAT Assessor (Allied Health) (504633).

Applications Close:— Friday, 19 November 2010.

Salary:— \$71,381 – \$81,876 p.a.

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

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

Location:— Primary Health North.

Duties:— Assess the needs of older persons and appropriate younger people with disabilities and their carers, within the region. Facilitate access to appropriate community and residential services, through a multi-disciplinary team approach.

Essential Requirements:—Degree in Social Work giving eligibility for membership to the Australian Association for Social Workers, or.

Graduate of an approved School of Occupational Therapy and eligibility for membership to OT Australia (Australia Association of Occupational Therapy), or.

Registered with the Psychology Board of Australia.

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, 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 Susi Reid, Department of Health and Human Services, phone (03) 6336 4144, email susi.reid@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 Care Services Co-ordinator (518737).

Applications Close:— Friday, 19 November 2010.

Salary:— \$53,384 – \$62,872 p.a.

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

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

Location:— Primary Health North.

Duties:— Undertake a service co-ordination role in respect to Home Care Services, including home help, home maintenance, home modifications and linen services within the metropolitan area of Northern Tasmania. Provide an advisory and support role to site and service managers in relation to home care services delivery in the rural areas of Northern Tasmania. Undertake a project support role in the review of existing services and implementation of new business initiatives. Provide general business support to the Community Health Centre Manager, including the monitoring of expenditure and ensuring all potential revenue is captured, and, as required, provide support in the preparation of business submissions. Where relevant, liaise with the Business Support Unit, Primary Health (North), on business processes and reporting activities.

Desirable Requirements:— Knowledge and experience in performing a range of business and administrative functions including the capacity to assist in the day to day administration of a large organisation with a service delivery focus. A sound knowledge of the HACC Standards as they apply to Home Care Services and ability to develop and implement information, policy and procedures to reflect these within the work environment.

Enquiries to Maribeth Harris, Department of Health and Human Services, phone (03) 6336 5551, email maribeth.harris@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 (514016).

Applications Close:— Friday, 19 November 2010.

Salary:— \$49,012 – \$64,842 p.a.

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

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

Location:— Flinders Island Multi Purpose Centre.

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

Essential Requirements:— Registered with the Nursing and Midwifery Board of Australia.

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

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

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

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Podiatrist (508277).

Applications Close:— Friday, 19 November 2010.

Salary:— \$46,450 – \$74,527 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 23 December 2011.

Location:— Podiatry, Royal Hobart Hospital.

Are you interested in providing the best care for the Tasmanian community a Podiatrist has to offer? If so, there is a position available for either a new graduate or the more experienced podiatrist, who has an interest in working with a large team in a diverse public healthcare setting.

This hospital-based full-time position will provide the successful applicant with one of the best Podiatry experiences in the country. Working with an experienced and dynamic team, skills drawn upon and enhanced will include woundcare, diabetes care, nail surgery, health promotion and orthotic therapy. In this role, you will provide a high standard of Podiatry services to clients within Southern Tasmania through the services of the Royal Hobart Hospital; you will work with other service providers in the local community to enable assessment, diagnosis and timely intervention, and you will participate as a team member in the development of an effective Podiatry Service for Southern Tasmania.

Essential Requirements:— Registered with the Podiatry Board of Australia.

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

Enquiries to Helen Burnet, Department of Health and Human Services, mobile 0417 284 267, email helen.burnet@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Primary Health Services South

Community Nurse, Breast Care (516241).

Applications Close:— Friday, 19 November 2010.

Salary:— \$65,595 – \$69,363 p.a.

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

Fixed-term part-time daywork, working 32 hours per fortnight.

Location:— Repatriation Centre, Hobart.

Duties:— The Breast Care Nurse, as an integral part of the multi-disciplinary team, provides a pivotal contact point for the continuity of care for people diagnosed with breast cancer. The position supports and co-ordinates the patient's treatment and care from diagnosis through surgery, the post-operative period and discharge from hospital to the community.

Essential Requirements:— Registered with the Nursing and Midwifery Board of Australia.

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

Enquiries to Michelle Le Mesurier, Department of Health and Human Services, phone (03) 6211 4550, mobile 0417 362 799, email michelle.lemesurier@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 Assessor (519564).

Applications Close:— Friday, 19 November 2010.

Salary:— \$42,877 – \$46,722 pro rata.

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

Permanent part-time daywork, working 44 hours per fortnight.

Location:— 90 Davey St, Hobart.

Duties:— In accordance with primary health care principles,

Agency policies, legislative requirements, undertake home care assessments and re-assessments for frail aged and people with disabilities and their carers.

Essential 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, 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

Primary Health Services South

Primary Health Care Co-ordinator (513107).

Applications Close:— Friday, 19 November 2010.

Salary:— \$69,202 – \$81,965 p.a.

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

Fixed-term full-time daywork, commencing as soon as possible to 30 December 2011.

Location:— Midlands Multi Purpose Center, Oatlands.

Duties:— Develop and manage the planning, implementation and evaluation of the Commonwealth Rural Primary Health Services (RPHS) program in the Southern Midlands municipality. Co-ordinate the development of strong links between the Rural Primary Health Services (RPHS) and existing health services to improve the quality of health service delivery in the Southern Midlands municipality. Work within a primary health care framework and undertake activities to maintaining, sustaining and improving the health of residents of Southern Midlands municipality.

Desirable Requirements:— Demonstrated 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 effective management and leadership skills, together with high level communication, interpersonal, negotiation and conflict resolution skills including the ability to negotiate mutually acceptable solutions in situations of differing interests.

Current Driver's Licence.

Enquiries to Fred Howard, Department of Health and Human Services, phone (03) 6233 6703, email fred.howard@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

Admissions Officer, Client Services (508176, 508175)— 2 Vacancies.

Applications Close:— Friday, 19 November 2010.

Salary:— \$48,439 – \$52,727 p.a.

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

Permanent full-time day worker, working 76 hours per fortnight and Permanent full-time day worker, working 76 hours per fortnight.

Location:— Royal Hobart Hospital.

Duties:— Provide clerical support and assistance associated to all administrative functions related to the admission process within all areas of the Admissions Department.

Desirable Requirements:— High level communication skills with the ability to liaise effectively with all levels of professional staff within and outside the hospital, together with a proven ability to maintain confidentiality and communicate directly with patients in a tactful and diplomatic manner.

Demonstrated experience in clerical duties in a health care setting, together with knowledge of medical terminology.

Ability to enter data accurately and rapidly onto a computerised system with knowledge of the hospital's Patient Administration system an advantage.

Enquiries to Lisa Wickham, Department of Health and Human Services, phone (03) 6222 8645, email lisa.wickham@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, Community Palliative Care (Relief) (510440).

Applications Close:— Friday, 19 November 2010.

Salary:— \$65,595 – \$69,363 p.a.

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

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

Location:— Palliative Care, Hobart.

Duties:— In accordance with agency policy and legal requirements, the Palliative Care Clinical Nurse assesses and responds to palliative care needs and issues as expressed by patients, their families and carers, and other health providers including nursing, medical and allied health workers. They assist with planning, co-ordinating and evaluation of service provision to palliative care clients and their families in collaboration with the Palliative Care Co-ordinator and other staff. The nursing practice will reflect a specialist interdisciplinary team approach.

Essential Requirements:— Registered with the Nursing and Midwifery Board of Australia.

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

Enquiries to Ann Allanby, Department of Health and Human Services, phone (03) 6220 2431, mobile 0438 792 029, email ann.allanby@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

CSD Team Leader (509530).

Applications Close:— Friday, 19 November 2010.

Salary:— \$48,439 – \$52,727 p.a.

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

Permanent full-time shiftwork, fully rotational (including night duty).

Location:— Central Sterile Supply Dept, Royal Hobart Hospital.

Duties:— In conjunction with the Nurse Unit Manager the CSD Team Leader undertakes the training of new staff and the continued education of all CSD Technicians and Nursing staff within the Central Sterilising Department. The Team Leader will also assist in the monitoring of the team performance and provide general operational support and advice to team members as required.

This is a full-time position involving full-time rotating shift work including night shift.

This position is a supervisory role and requires essential qualifications.

Desirable Requirements:— Evidence of Certificate III in Sterilising Services from an approved educational Institution (HLT31107). Demonstrate your ability to initiate appropriate action for equipment and instrumentation, and to be able to follow protocols for the decontamination and sterilisation of equipment. Provide evidence of your ability to work as an individual, a team member and as a Team Leader, including the provision of training and support to team members and the monitoring of performance.

Enquiries to Pauline Hunt, Department of Health and Human Services, phone (03) 6222 8918, email pauline.hunt@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

Deputy Chief Medical Physicist (509109).

Applications Close:— Friday, 10 December 2010.

Salary:— \$81,876 – \$90,556 p.a.

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

Fixed-term full-time day worker, working 76 hours per fortnight commencing As soon as possible for a period of 5 years.

Location:— WH Holman Clinic, Royal Hobart Hospital.

Please note:— Starting salary is negotiable, based on skills, qualifications and experience.

Duties:— The Tasmanian Department of Health and Human Services is seeking a Deputy Chief Radiation Oncology Medical Physicist based in the Royal Hobart Hospital's Department of Radiation Oncology (W.P. Holman Clinic).

The successful applicant will have substantial practical experience in radiation oncology physics. The role provides a high quality, comprehensive medical physics service to the Hospital's Department of Radiation Oncology, and expert advice on safety and other aspects of radiation physics to the Royal Hobart Hospital. Preference will be given to applicants with relevant postgraduate qualifications and ACPSEM Accreditation in Radiotherapy Equipment Commissioning and Quality Assurance.

The W. P. Holman Clinic provides a cancer treatment service for a population of approximately 240,000 in southern Tasmania.

The W. P. Holman Clinic currently has two Varian multi-modality linear accelerators both with MLC and EPI. One linear accelerator has CBCT and respiratory gating functionality. The Clinic has a Philips Big Bore CT and a Gulmay superficial X-ray therapy unit. Treatment planning is carried out using a Philips Pinnacle3 planning system.

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

Additional Essential Requirement:— Eligible for ordinary membership of the Australian College of Physical Scientists and Engineers in Medicine.

Enquiries to Dr. Steven Wallace, Department of Health and Human Services, phone (03) 6222 8232, email steven.wallace@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Royal Hobart Hospital

Manager Customer Service (511283).

Applications Close:— Friday, 19 November 2010.

Salary:— \$69,202 – \$81,965 p.a.

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

Permanent full-time day worker, working 76 hours per fortnight.

Location:— Royal Hobart Hospital.

Duties:— The Manager (Customer Service) is responsible for the ongoing co-ordination, management and evaluation of all aspects of customer service and feedback management at the Royal Hobart Hospital. This includes an advisory role in the resolution of complaints ensuring compliance within a risk management framework, investigation and proactive resolution of constituent and/or ministerial requests, involvement in the management of administrative functions for the Community Relations Unit, support the activities of the RHH Consumer Reference Advisory Group and directly support and supervise the Interpreter Services Booking Co-ordinator.

Desirable Requirements:— Demonstrated experience in complaints resolution in a health services field, including the capacity to facilitate early resolution of complaints.

Possession of a high level of interpersonal, communication, mediation and conflict resolution skills, with the ability to be influential and credible to a range of professional people and consumers.

Proven strategic, conceptual and analytical skills, together with the ability to plan and prioritise complex and diverse activities in a multi-disciplinary environment.

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

2) Identification Check.

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

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

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Royal Hobart Hospital

Staff Specialist, Critical Care Medicine (509025).

Applications Close:— Friday, 19 November 2010.

Salary:— To be negotiated.

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

Permanent full-time as per contract.

Location:— Critical Care Medicine, Royal Hobart Hospital.

The Tasmanian Department of Health and Human Services seeks a Full-time Staff Specialist in the Department of Critical Care Medicine in the Royal Hobart Hospital.

The Department of Critical Care Medicine runs a 17 bed mixed medical/surgical Adult ICU with over 1100 admissions per annum, offers exposure to a comprehensive range of clinical conditions and organ support technologies (except solid-organ transplantation). Active research and teaching programs exist within the Department. We are fully accredited as a training

facility by the College of Intensive Care Medicine of the Australian and New Zealand College of Anaesthetists and the Royal Australasian College of Physicians, and our trainees have an excellent record in the Final Fellowship examinations.

Hobart offers a temperate climate, excellent restaurants and entertainment and the full range of services expected of a capital city. With breathtaking World Heritage wilderness and pristine beaches on your door step those inclined towards outdoor pursuits are also right at home.

The Royal Hobart Hospital is the principal teaching hospital for the UTAS School of Medicine. The Royal Hobart Hospital has approximately 340 beds, and all major specialties are available on site including trauma care, cardiothoracic surgery, neurosurgery, burns and hyperbaric medicine. This position is required to provide specialist intensive care to public and private patients admitted to the Royal Hobart Hospital, along with specialist advice to inpatient units as required. This role is also involved in research and quality improvement activities, undergraduate and postgraduate teaching at Royal Hobart Hospital. This is a permanent, full-time position.

We offer:—a salary commensurate with qualifications and experience, plus superannuation; salary packaging; a supportive and dynamic work environment; strong professional and social networks; an incredible lifestyle.

We also offer—Relocation expenses.

Fully maintain motor vehicle with fuel card and car parking.

Essential Requirements:— Specialist or limited registration with the Medical Board of Australia in a relevant specialty.

Enquiries to Dr Andrew Turner, Department of Health and Human Services, phone (03) 6222 8857, email andrew.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

SOUTHERN TASMANIA AREA HEALTH SERVICE

Royal Hobart Hospital

Therapy Assistant (515110).

Applications Close:— Friday, 19 November 2010.

Salary:— \$42,877 – \$46,722 p.a.

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

Fixed-term full-time day work, commencing as soon as possible until 4 March 2011.

Location:— Occupational Therapy, Royal Hobart Hospital.

Duties:— Therapy Assistants support the delivery of high quality Occupational Therapy services through their role in assisting therapists with patient assessment and intervention, maintenance and modification of equipment, administration activities and undertaking other duties that ensure the quality and safety of services. As members of occupational therapy and multidisciplinary teams they work under general supervision and demonstrate initiative, independent judgment, good communication and an ability to build rapport with clients. They uphold the values of the Occupational Therapy Department in their daily work.

Desirable Requirements:— Qualifications and/or experience in undertaking regimes as directed by Occupational Therapists and Physiotherapists, in areas of self care and living skills programs within a hospital, therapy or nursing home setting. Ability to exercise initiative, independent judgement and flexibility, and carry out safe working practices whilst within a multi disciplinary team. Demonstrated interpersonal and communication skills (verbal and written) and the ability to establish a rapport with a wide range of people including people with a disability.

Enquiries to Christy Dorward, Department of Health and Human Services, phone (03) 6222 8633, email christy.dorward@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

Ward Clerk (509226).

Applications Close:— Friday, 19 November 2010.

Salary:— \$42,877 – \$46,722 pro rata.

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

Permanent part-time shift worker, working 68 hours per fortnight.

Location:— Royal Hobart Hospital.

Duties:— The Ward Clerk provides clerical support throughout all areas of the service. The position involves a high standard of customer focused reception skills and a wide range of clerical functions in support of patient care in accordance with established policies and procedures relating to clinical, financial and administrative requirements for patient services.

Desirable Requirements:— Demonstrate highly developed written and oral communication skills with the ability to interact with the public and all disciplines of professional staff.

Able to work autonomously with well developed time management skills, with the capacity to prioritise work load with flexibility, speed and accuracy in a busy and demanding public environment with an exacting schedule.

Demonstrated ability to undertake clerical and administrative duties efficiently and effectively within set department policies and procedures. In addition the ability to acquire a sound knowledge of the hospital's admission and discharge policies; and billing and revenue raising procedures.

Enquiries to Jenny Burgess, Department of Health and Human Services, phone (03) 6222 8448, email jenny.burgess@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

Database Administrator Cervical Cancer Prevention Program (519952).

Applications Close:— Friday, 19 November 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:— Archer Street, New Town.

Duties:— The Database Administrator, Cancer Cervical Prevention Program will have responsibility for the ongoing development, maintenance and implementation of data management system rules for the Tasmanian Cervical Screening Register including monitoring data quality, integrity and standards. Reporting to the Manager CCPP, the Database Administrator will participate in statistical analysis, development of policies and procedures and provide information reports for local, State and National reporting requirements. The incumbent will be expected to have demonstrated experience in working with relational databases, software reporting tools and development and analysis of information reports in addition to well developed strategic and interpersonal skills with an ability to prioritise tasks and meet deadlines.

Desirable Requirements:— Tertiary qualifications in an appropriate field and/or equivalent experience. Experience with the creation, implementation, support and maintenance of relational databases in a health related field and a commitment to maintaining data integrity and efficient database functionality. Demonstrated experience in the use of software reporting tools including the development of executive and management information reports for a range of internal and external stakeholders. Experience in the use of Tasmanian Cervical Screening Register considered desirable.

Enquiries to Jane Wood, Department of Health and Human Services, phone (03) 6216 4310, email jane.wood@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Health and Wellbeing Services

Administrative Assistant (519866).

Applications Close:— Friday, 19 November 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:— Oral Health Services Tasmania North.

Duties:— Oral Health Services Tasmania North is seeking to employ an Administrative Assistant in their dental clinic to provide high level administrative and clerical support to the Manager and staff within the relevant region. We are looking for an energetic and motivated person who enjoys a busy work

environment and who will contribute toward the effective and efficient day-to-day operations of the region.

Desirable Requirements:— Demonstrated knowledge of and experience in contemporary office management practices. Good interpersonal and communication skills, including the ability to liaise with a broad range of people in a confidential and sensitive manner. Proven ability to exercise initiative and sound judgment in the day-to-day management of tasks, including the ability to plan, organise, set priorities and meet deadlines.

Enquiries to Susan Jay, Department of Health and Human Services, phone (03) 6336 4119, email susan.jay@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Health and Wellbeing Services

Cancer Screening and Control Service

Manager Cervical Cancer Prevention Program (519946).

Applications Close:— Friday, 19 November 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:— Archer Street, New Town.

Duties:— The Manager, Cancer Cervical Prevention Program will manage the operations of the Tasmanian component of the National Cervical Screening Program, including the Tasmanian Cervical Screening Register. This includes leading a team to achieve complex objectives within a legislative framework, developing and maintaining relationships with key stakeholders and responding to new and emerging developments at a National level. The incumbent will be expected to have demonstrated leadership skills in the management of resources to achieve outcomes, the ability to understand and interpret complex data of a clinical nature and high level strategic and interpersonal skills.

Desirable Requirements:— Tertiary qualifications in a relevant discipline. Demonstrated knowledge of women's health issues, cancer and cancer prevention, particularly with experience in population health program development, delivery, quality assurance and evaluation. Demonstrated high-level strategic, conceptual, analytical and creative skills with the ability to research, investigate and analyse complex issues and provide and implement strategic recommendations of National projects and initiatives.

Enquiries to Jane Wood, Department of Health and Human Services, phone (03) 6216 4310, email jane.wood@dhhs.tas.gov.au.

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

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INFRASTRUCTURE, ENERGY AND RESOURCES

FOREST PRACTICES AUTHORITY

Research and Advisory Program

Research Biologist (2272).

Applications Close:— Friday, 19 November 2010.

Salary:— \$49,097 – \$79,912 p.a.

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

Permanent full-time.

Location:— Hobart.

Duties:— Liaise with researchers, land managers, forest practices officers, funding agencies and other stakeholders to facilitate research and monitoring activities, and incorporate results into policies, prescriptions and practices in the field.

Develop, co-ordinate and implement monitoring of the effectiveness of the biodiversity provisions of the Forest Practices Code and other policies and legislation.

Develop, co-ordinate and implement biodiversity-related research, including project design, data collection, data analysis and preparation of scientific papers and reports.

Assist with supervision of student projects supported by the Forest Practices Authority.

Present the results of biodiversity-related research and monitoring, through publications and other forums (such as field days), to stakeholders including clients, the scientific community and the public.

Contribute to development of policies, prescriptions and planning tools related to management of biodiversity, including the requirements of the Forest Practices Act, Tasmanian Regional Forest Agreement and threatened species legislation.

Other duties as required to meet the responsibilities of this position.

Provide research expertise, in particular expert advice on experimental design and data analysis, as part of the Forest Practices Authority's Biodiversity Program within the Forest Practices Authority's Research and Advisory Program.

Essential Requirements:— Satisfactory completion of an appropriate graduate qualification at a recognised University.

Enquiries to Sarah Munks, Manager Biodiversity, Department of Infrastructure, Energy and Resources, 10 Murray Street, phone 6233 8710, email sarah.munks@dier.tas.gov.au.

Applications to HR Operations, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936 Hobart Tas 7000, phone 6233 2077, fax 6233 5337, email recruitment@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

LAND TRANSPORT SAFETY

School Crossing Patrol Officer (904010).

Applications Close:— Friday, 19 November 2010.

Salary:— \$33,637 – \$41,899 pro rata.

Tasmanian State Service Award, General Stream, Band 1.

Permanent part-time 7.5 hours per week.

Location:— Trevallyn.

Duties:— Responsible for requiring drivers of vehicles to stop on a road where the Guard is engaged in the duties of protecting children and others crossing to and from a school.

Provide advice to the School Principal when children are crossing the road other than at the selected location, or are not observing instructions, so that corrective measures may be taken.

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

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for—crimes of violence, sex related offences, serious drug offences, serious Driving Offences and Medical examination covering general health, medical history, vision and hearing.

Desirable Requirements:— Possession of a current First Aid Certificate.

Current drivers licence.

Enquiries to David McIntee, Road Safety Consultant, Department of Infrastructure, Energy and Resources, G.P.O. Box 936 Hobart 7001, phone (03) 6336 2115, email David.McIntee@dier.tas.gov.au.

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

INFRASTRUCTURE, ENERGY AND RESOURCES

LAND TRANSPORT SAFETY

Road Safety Operations

Crossing Guards

School Crossing Patrol Officer—4 Vacancies.

Applications Close:— Friday, 19 November 2010.

Salary:— \$33,637 – \$41,899 pro rata.

Tasmanian State Service Award, General Stream, Band 1.

Vacancy No. 900611.

Fixed-term casual 3 years.

Location:— Burnie.

Contact person for position 900611 is Louise Maynard, Louise.Maynard@dier.tas.gov.au. 6434 5418.

Vacancy No. 901611.

Fixed-term casual 3 years.

Location:— Devonport.

Contact person for position 901611 is Louise Maynard, Louise.Maynard@dier.tas.gov.au. 6434 5418.

Vacancy No. 904011.

Fixed-term casual 3 years.

Location:— Launceston.

Contact person for position 904011 is David McIntee, David.McIntee@dier.tas.gov.au. 6336 2115.

Vacancy No. 902811.

Fixed-term casual 3 years.

Location:— South.

Contact person for position 902811 is Tony Brown, Tony.T.Brown@dier.tas.gov.au. 6233 5322.

Duties:—Responsible for requiring drivers of vehicles to stop on a road where the Guard is engaged in the duties of protecting children and others crossing to and from a school.

Provide advice to the School Principal when children are crossing the road other than at the selected location, or are not observing instructions, so that corrective measures may be taken.

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

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for—crimes of violence, sex related offences, serious drug offences, serious Driving Offences and Medical examination covering general health, medical history, vision and hearing.

Desirable Requirements:—Possession of a current First Aid Certificate.

Current drivers licence.

Applications to Human Resources, HR Operations, Department of Infrastructure, Energy and Resources, G.P.O. Box 936 Hobart Tas 7000, phone 6233 2077, fax 6233 5337, email recruitment@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

LAND TRANSPORT SAFETY

Road Safety Operations

Crossing Guards

School Crossing Patrol Officer (903011).

Applications Close:— Friday, 19 November 2010.

Salary:— \$33,637 – \$41,899 pro rata.

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term casual 36 Months (3 years).

Location:— George Town.

Duties:— To assist school children and other pedestrians to cross roads near schools in locations where provision of a Patrol Officer is warranted under Departmental guidelines.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for—crimes of violence, sex related offences, serious drug offences, serious Driving Offences and Medical examination covering general health, medical history, vision and hearing.

Desirable Requirements:— Current drivers licence.

Possession of a current First Aid Certificate.

Enquiries to David McIntee, Road Safety Consultant, Department of Infrastructure, Energy and Resources, phone (03) 6336 2115, email David.McIntee@dier.tas.gov.au.

Applications to Human Resources, Department of Infrastructure, Energy and Resources, G P O Box 936 Hobart 7001, phone (03) 6233 2060, fax (03) 6233 5337, email recruitment@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

PASSENGER TRANSPORT

Passenger Transport Policy

Active Transport Project Officer (372384).

Applications Close:— Friday, 19 November 2010.

Salary:— \$83,867 – \$91,369 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Fixed-term full-time 24 Months.

Location:— Hobart.

Duties:—Manage the work by DIER necessary to develop urban cycling and pedestrian routes and networks, including management of external consultants and community consultation to assist with these tasks.

Manage the overall budget for the Active Transport project. Manage the work of consultants to ensure this project is delivered within budget and timeframe.

Provide quality advice to senior managers within the Department, across Government, and the Minister in relation to active transport issues.

As required, develop formal bids for additional funding to progress active transport initiatives, including urban walking and cycling infrastructure.

Represent the Department in meetings and forums relating to cycling and walking issues.

Prepare high level written correspondence, including project reports, responses to enquiries, media releases and Ministerial briefing material.

Undertake other tasks required by PTP Branch, including research and analysis on policy and legislative issues and identifying effective solutions.

Desirable Requirements:— Appropriate tertiary qualifications.

Enquiries to James Verrier, Assistant Director PTP, Department of Infrastructure, Energy and Resources, 10 Murray Street, Hobart, phone (03) 6233 3017, email James.Verrier@dier.tas.gov.au.

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

INTEGRITY COMMISSION

Senior Investigation Officer/Complaint Assessor (356196).

Applications Close:— Friday, 19 November 2010.

Salary:— \$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time 73.50 hours per fortnight for two years. (Part-time hours considered).

Location:— Hobart.

Duties:— Conduct assessments and investigations and review investigations under the Integrity Commission Act 2009, particularly investigations of a more complex and sensitive nature. This will include high level negotiations with senior managers and officials of public authorities. Prepare reports on assessments and investigations, including major and complex investigation reports, and formulate recommendations for consideration by the Chief Executive Officer or the Board.

Pre-employment requirements:— To be eligible for employment at the Integrity Commission applicants must undergo stringent security vetting to determine their suitability for employment. The vetting process includes an assessment of a number of areas including the candidate's personal and employment background; and a full criminal record check; and the candidate's financial position, specifically assets and debts and interests and partnerships in companies, shareholdings, trusts and similar entities; and the candidate's family background and any associations or personal relations which may conflict with duties with the Commission.

The appointee must satisfy a pre-employment check in the following areas: Criminal Activity: 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 and crimes involving

conspiracy. Disciplinary/managerial action in previous employment. Identification check. 4) Satisfy a stringent security vetting process in accordance with national standards.

Desirable Requirements:— Tertiary qualifications in a relevant discipline. Recent operational experience in an Australasian integrity or law enforcement agency.

Enquiries to Katrina Aird, Business Services Co-ordinator, Integrity Commission, G.P.O. Box 822, Hobart TAS 7001, phone (03) 6216 4409, email Katrina.aird@integrity.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Katrina Aird on (03) 6216 4409.

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

COMMUNITY CORRECTIONS

Co-ordinator Community Service Order Scheme (356213).

Applications Close:— Friday, 19 November 2010.

Salary:— \$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time 73.5 hours per fortnight.

Location:— Hobart.

Duties:— Design, develop and implement standards and guidelines for the State-wide Community Service Order Scheme. Undertake recruitment, induction and professional development for staff in accordance with Community Corrections learning and development framework. Oversee and monitor the work of the State-wide CSO Unit, including caseload allocation, quality assurance and monitoring project performance.

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

Enquiries to Pam Honan, State-wide Operations Manager, Community Corrections, Department of Justice, phone (03) 6233 4753, email pamela.honan@justice.tas.gov.au.

Applications to Recruitment and Establishment, Human Resources, Department of Justice, G.P.O. Box 825 Hobart Tas 7001, phone (03) 6233 2528, 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 Pam Honan on (03) 6233 4753.

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

CONSUMER AFFAIRS AND FAIR TRADING

Project Manager (356307).

Applications Close:— Friday, 19 November 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 commencing As soon as possible for a period of 12 months.

Location:— Hobart.

Duties:— Manage processes involved in a review of the Residential Tenancy Act 1997 including liaison with the Minister and the Residential Tenancy Reference Group. Conduct such consultation with other reference groups, industry and consumer stakeholders as is required in the development of the framework, including the development of a progression of any requirements under the Legislation Review Program.

Desirable Requirements:— Legal qualifications and experience in Government processes for the development of legislation.

Enquiries to Chris Batt, Director Consumer Affairs, Department of Justice, phone (03) 6233 4555, email chris.batt@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Chris Batt on (03) 6233 4555.

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

OFFICE OF THE OMBUDSMAN AND HEALTH COMPLAINTS COMMISSIONER

Investigation Officer (356306).

Applications Close:— Friday, 19 November 2010.

Salary:— \$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time 73.50 hours per fortnight for a period of 12 months.

Location:— Hobart.

Duties:— Assist the Health Complaints Commissioner in the fulfilment of the Commissioner's responsibilities under the Health Complaints Act 1995 (the Act) as may be required, with particular emphasis on the timely assessment and resolution of complaints made under the Act. Assess and investigate complaints under the Act, and identify and negotiate appropriate outcomes, solutions and strategies for resolution.

Desirable Requirements:— Current drivers licence. Relevant tertiary qualifications.

Enquiries to Pip Whyte, Principal Officer, Health Complaints, Office of the Ombudsman and Health Complaints Commissioner, Department of Justice, phone (03) 6233 6217, email philippa.whyte@ombudsman.tas.gov.au.

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

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.

POLICE AND EMERGENCY MANAGEMENT

CORPORATE SERVICES

Communication Services

Trainee Technical Officer (Re-Advertised) (003096).

Applications Close:— Friday, 19 November 2010.

Salary:— \$36,450 – \$50,098 p.a.

Tasmanian State Service Award, Technical Trainee, Diploma.

Fixed-term full-time for 2 years.

Location:— Hobart.

Duties:— Provide assistance to the Communications Services Team with installation, testing and maintenance of the police radio and telecommunications systems and other specialist electronic/electrical equipment.

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

Qualifications and Experience:— Eligible for admission to a Diploma/Advanced Diploma of Electronics and Communication Engineering course from a recognised TAFE/Polytechnic Institution.

Progression in accordance with Award salary rates is dependent upon the satisfactory completion of each stage of the training qualification and satisfactory work performance.

Holder of a current driver's licence.

Enquiries to Mr Lawrence Fletcher, Technical Officer, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, TAS, 7001, phone (03) 6230 2362, email Lawrence.Fletcher@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 in either Microsoft Word format, PDF or RTF (rich text format).

POLICE AND EMERGENCY MANAGEMENT

NORTHERN DISTRICT

Launceston Division

Speed Camera Operator (001936).

Applications Close:— Friday, 19 November 2010.

Salary:— \$33,637 – \$41,899 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Permanent full-time.

Location:— Launceston.

Duties:— Operate police vehicles and speed detection equipment at various roadside locations on a rotating shift basis, within operational guidelines.

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:— Holder of a current driver's licence would be highly desirable.

Enquiries to Mr Kevin Osborne, District Executive Manager, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, TAS, 7001, phone (03) 6336 3749, email Kevin.Osborne@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 in either Microsoft Word format, PDF or RTF (rich text format).

PREMIER AND CABINET

TMD

Telecoms Supplier Management

Consultant (000819).

Applications Close:— Friday, 19 November 2010.

Salary:— \$83,867 – \$91,369 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:— Hobart.

Duties:— Play a key role in the development and management of TMD's telecommunications contracts to deliver business outcomes to satisfy whole of government and agency business requirements.

Desirable Requirements:— Formal tertiary qualifications in relevant disciplines will be highly regarded.

Enquiries to Peter Langford, Manager, Telecommunications Strategy (Data), Department of Premier and Cabinet, phone (03) 6270 5651, email Peter.Langford@dpac.tas.gov.au.

Applications to Matthew Abey, HR Consultant, Department of Premier and Cabinet, G.P.O. Box 123, Hobart Tasmania 7001, phone (03) 6270 5451, email job.application@dpac.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

PARKS AND WILDLIFE SERVICE

Operations and Performance

Southern Region

Assistant Eradication Team Leader (Dog Handler) (706391).

Applications Close:— Wednesday, 24 November 2010.

Salary:— \$49,097 – \$53,441 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term full-time 1 September 2011 to 25 April 2012 (subject to shipping schedules and weather conditions).

Location:— Macquarie Island.

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

Employees who are required to undertake duties on Macquarie Island may be entitled to appropriate allowances.

Duties:— Assist the Eradication Team Leader in the delivery of programs and services on Macquarie Island as part of the Macquarie Island Pest Eradication Project.

Essential Requirements:— Successful applicants will be required to pass medical and adaptability tests, as well as a departmental fitness test, before being appointed to a position, and may be required to undergo additional physical training prior to working on Macquarie Island. Be certified as fit for Macquarie Island service by the Australian Antarctic Division's Polar Medicine Branch after tests conducted by or on behalf of a Health Services Australia Medical Officer. Be rated as suitable for Macquarie Island service against core behavioural criteria (some assessments will be made by the Directorate of Psychology – Army). A current St John's Workplace Level 2 first aid certificate or equivalent. Firearms licence or ability to acquire one before deployment to Macquarie Island. Chemical Handling Certificate (Agsafe) or equivalent or the ability to acquire prior to being deployed to Macquarie Island.

Desirable Requirements:— Qualifications and experience in dog handling and welfare, relevant experience in sub-Antarctic reserve management programs or similar reserved land management experience, a coxswain (restricted) certificate or equivalent, a current motor vehicle driver's licence, a Wilderness First Aid Certificate and an appropriate natural resource management qualification or trade qualification.

Enquiries to Keith Springer, (03) 6233 0452, mobile 0438 513 343, email Keith.Springer@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 3903, fax (03) 6233 3682, email job.applications@dpipwe.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND
ENVIRONMENT

PARKS AND WILDLIFE SERVICE

Operations and Performance

Southern Region

***Assistant Eradication Team Leader (Field Assistant)
(706390).***

Applications Close:— Wednesday, 24 November 2010.

Salary:— \$49,097 – \$53,441 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term full-time 1 September 2011 to 25 April 2012
(subject to shipping schedules and weather conditions).

Location:— Macquarie Island.

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

Employees who are required to undertake duties on Macquarie Island may be entitled to appropriate allowances.

Duties:— Assist the Eradication Team Leader in the delivery of programs and services on Macquarie Island as part of the Macquarie Island Pest Eradication Project.

Essential Requirements:— Successful applicants will be required to pass medical and adaptability tests, as well as a departmental fitness test, before being appointed to a position, and may be required to undergo additional physical training prior to working on Macquarie Island. Be certified as fit for Macquarie Island service by the Australian Antarctic Division's Polar Medicine Branch after tests conducted by or on behalf of a Health Services Australia Medical Officer. Be rated as suitable for Macquarie Island service against core behavioural criteria. (Some assessments will be made by the Directorate of Psychology – Army). A current St John's Workplace Level 2 first aid certificate or equivalent. Firearms licence or ability to acquire one before deployment to Macquarie Island. Chemical Handling Certificate (Agsafe) or equivalent or the ability to acquire prior to being deployed to Macquarie Island.

Desirable Requirements:— Relevant experience in sub-Antarctic reserve management programs or similar reserved land management experience would be an advantage, a coxswain (restricted) certificate or equivalent, a current motor vehicle driver's licence, a Wilderness First Aid Certificate and an appropriate natural resource management qualification or trade qualification.

Enquiries to Keith Springer, phone (03) 6233 0452, mobile 0438 513 343, email Keith.Springer@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 3903, fax (03) 6233 3682, email job.applications@dpiwpe.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND
ENVIRONMENT

PARKS AND WILDLIFE SERVICE

Operations and Performance

Southern Region

Eradication Operations Advisor (706372).

Applications Close:— Friday, 19 November 2010.

Salary:— \$66,073 – \$69,098 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Fixed-term full-time 1 April 2011 to 30 September 2011
(subject to shipping schedules and weather conditions).

Location:— Macquarie Island.

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

Employees who are required to undertake duties on Macquarie Island may be entitled to appropriate allowances.

Duties:— Provide specialist technical advice to the Macquarie Island Pest Eradication Project Decision Team on the aerial baiting phase of the Macquarie Island Pest Eradication Project.

Desirable Requirements:— An appropriate qualification in reserved land management. Relevant experience in the management of sub-Antarctic reserves or similar land management reserves experience would be an advantage.

Essential Requirements:— Successful applicants will be required to pass medical and adaptability tests, as well as a departmental fitness test, before being appointed to a position, and may be required to undergo additional physical training prior to working on Macquarie Island. Be certified as fit for Macquarie Island service by the Australian Antarctic Division's Polar Medicine Branch after tests conducted by or on behalf of a Health Services Australia Medical Officer. Be rated as suitable for Macquarie Island service against core behavioural criteria. (Some assessments will be made by the Directorate of Psychology – Army). A current St John's Workplace Level 2 first aid certificate or equivalent. A current motor vehicle driver's licence.

Enquiries to Keith Springer, phone (03) 6233 0452, mobile 0438 513 343, email keith.springer@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 3903, fax (03) 6233 3682, email job.applications@dpiwpe.tas.gov.au.

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.

PRIMARY INDUSTRIES, PARKS, WATER AND
ENVIRONMENT

PARKS AND WILDLIFE SERVICE

Operations and Performance

Southern Region

Eradication Team Leader (706595).

Applications Close:— Wednesday, 24 November 2010.

Salary:— \$66,073 – \$69,098 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Fixed-term full-time from as soon as possible for 9 months
(subject to shipping schedules and weather conditions).

Location:— Glenorchy/Macquarie Island.

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

Employees who are required to undertake duties on Macquarie Island may be entitled to appropriate allowances.

Duties:— Contribute to the field implementation of the second (hunting) stage of the Macquarie Island Pest Eradication Plan.

Essential Requirements:— Successful applicants will be required to pass medical and adaptability tests, as well as a departmental fitness test, before being appointed to a position, and may be required to undergo additional physical training prior to working on Macquarie Island. Be certified as fit for Macquarie Island service by the Australian Antarctic Division's Polar Medicine Branch after tests conducted by or on behalf of a Health Services Australia Medical Officer. Be rated as suitable for Macquarie Island service against core behavioural criteria. (Some assessments will be made by the Directorate of Psychology – Army). A current St John's Workplace Level 2 first aid certificate or equivalent. Firearms licence or ability to acquire one before deployment to Macquarie Island. A current motor vehicle driver's licence.

Desirable Requirements:— Relevant experience in the management of sub-Antarctic reserves or similar land management reserves experience would be an advantage. Chemical Handling Certificate (Agsafe) or equivalent or ability to acquire prior to being deployed to Macquarie Island. A coxswains (restricted) certificate or equivalent qualification. An appropriate qualification in a natural resource management or science discipline. A Wilderness First Aid Certificate.

Enquiries to Keith Springer, phone (03) 6233 0452, mobile 0438 513 343, email keith.springer@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 3903, fax (03) 6233 3682, email job.applications@dpiwwe.tas.gov.au.

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

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

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

PARKS AND WILDLIFE SERVICE

Operations and Performance

Southern Region

Geographical Information Systems Technician (706370).

Applications Close:— Friday, 19 November 2010.

Salary:— \$66,073 – \$69,098 p.a.

Tasmanian State Service Award, ICT Level 2.

Fixed-term full-time 1 April 2011 to 30 September 2011 (subject to shipping schedules and weather conditions).

Location:— Macquarie Island.

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

Employees who are required to undertake duties on Macquarie Island may be entitled to appropriate allowances.

Duties:— Develop and manage Geographical Information Systems (GIS) and Global Positioning Systems (GPS) to support the aerial baiting phase of the Macquarie Island Pest Eradication Project.

Essential Requirements:— Successful applicants will be required to pass medical and adaptability tests, as well as a departmental fitness test, before being appointed to a position, and may be required to undergo additional physical training prior to working on Macquarie Island. Be certified as fit for Macquarie Island service by the Australian Antarctic Division's Polar Medicine Branch after tests conducted by or on behalf of a Health Services Australia Medical Officer. Be rated as suitable for Macquarie Island service against core behavioural criteria. (Some assessments will be made by the Directorate

of Psychology – Army). A current St John's Workplace Level 2 first aid certificate or equivalent. A current motor vehicle driver's licence.

Desirable Requirements:— An appropriate qualification in Geographic Information Systems, relevant experience in the application of GIS and GPS systems to animal pest eradication or control programs and experience in relevant animal pest eradication or control programs.

Enquiries to Keith Springer, phone (03) 6233 0452, mobile 0438 513 343, email Keith.Springer@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 3903, fax (03) 6233 3682, email job.applications@dpiwwe.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

PARKS AND WILDLIFE SERVICE

Operations and Performance

Southern Region

Ranger (706596).

Applications Close:— Friday, 19 November 2010.

Salary:— \$49,097 – \$53,441 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term full-time for two years.

Location:— Taranna (Tasman Field Centre).

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

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

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

Desirable Requirements:— Certificate III in Conservation and Land Management or equivalent qualifications.

A limited or full coxswains certificate.

Enquiries to Viki Loring, phone (03) 6233 8532, email viki.loring@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 3903, fax (03) 6233 3682, email job.applications@dpiwwe.tas.gov.au.

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

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THE SKILLS INSTITUTE

OPERATIONS

Human Services

Administrative Assistant (002015).

Applications Close:— Friday, 19 November 2010.

Salary:— \$43,406 – \$47,341 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time.

Location:— South.

Duties:— To undertake various administrative and clerical duties that support the function of a campus, team or business unit, including providing a client 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:— Nil.

Enquiries to Jamie Dodd, Operations Manager, The Skills Institute, phone (03) 6421 5501, mobile 0448 337 440, email jamie.dodd@skillsinstitute.tas.edu.au.

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

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

Assistant Research Officer (Cadet) (723718).

Applications Close:— Friday, 19 November 2010.

Salary:— \$36,450 – \$56,111 p.a.

Tasmanian State Service Award, Cadet.

Fixed-term full-time renewable contract for a period of up to six years.

Location:— Hobart.

Duties:— You will undertake research and administrative work across the agency, and may be involved with standard tasks or in larger projects. Treasury aims to develop you for a future career with us through grass roots exposure to our broad responsibility areas and through ongoing training and skills development.

In the context of the selection criteria, to be successful in the position applicants will:—be part-way through an appropriate undergraduate degree, or be eligible for admission to a relevant degree course.

We are interested in Commerce or Economics students majoring in disciplines such as accounting, finance, business economics, analytical economics and public policy; have demonstrated time management skills and the ability to successfully manage work and study related commitments

concurrently and believe in the vision, mission and values of our organisation.

Essential Requirements:— eligible for admission to a relevant degree course at a recognised tertiary institution.

Enquiries to Eva Perigo, Human Resource Officer, Human Resources Branch, Department of Treasury and Finance, phone (03) 6233 3475.

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

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

TREASURY AND FINANCE

BUDGET AND FINANCE DIVISION

Procurement and Property Branch

Principal Policy Analyst (723796).

Applications Close:— Friday, 26 November 2010.

Salary:— \$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:— Hobart.

Duties:— The Principal Policy Analyst, as a member of the Procurement and Risk Management Unit, will contribute towards the provision of a framework of principles, policies and high level procedures to support best practice Government procurement outcomes and the management and provisioning of the Government's insurable risk.

In the context of the selection criteria, to be successful in the position applicants will have:—demonstrated initiative when undertaking policy research and the ability to understand complex issues and identify possible solutions; the ability to communicate precisely and succinctly to internal and external stakeholders and the ability to manage own output and work effectively in a team environment.

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

Enquiries to Greg Hill, Assistant Director, Procurement and Property Branch, Department of Treasury and Finance, phone (03) 6233 3684, email greg.hill@treasury.tas.gov.au.

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

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

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 Manager Digital Futures	N. Gee	6 months	29.11.10
Economic Development, Tourism & the Arts	Project Manager, Economic Research and Reporting	R. Connoley	6 months	06.12.10
Economic Development, Tourism & the Arts	Operations Officer	G. Dearing	6 months	08.11.10
Economic Development, Tourism & the Arts	Operations Assistant	H. Keleher	6 months	28.10.10
Health & Human Services	Pharmacy Stores Technician	T. Sargent	6 Months	08.11.10
Health & Human Services	Senior Policy Analyst	C. Cunningham	6 months	18.10.10
Health & Human Services	Child Protection Worker	S. Pettman	6 months	08.11.10
Health & Human Services	Cook	M. Thomas	6 months	08.11.10
Health & Human Services	Child Protection Worker	A. Ramsey	6 months	08.11.10
Health & Human Services	Home Help	M. Harvey	6 months	08.11.10
Health & Human Services	Home Help Personal Carer	J. Lucas	6 months	15.11.10
Health & Human Services	Community Occupational Therapist	E. Walker	6 months	08.11.10
Health & Human Services	Process Management Analyst	S. Meyer	6 months	08.11.10
Health & Human Services	Snr Physiotherapist - Orthopaedics	L. Karpeles	6 Months	18.12.10
Health & Human Services	Senior Policy Analyst	V. Banks	6 months	26.10.10
Health & Human Services	Occupational Therapist	D. Fletcher	6 months	29.11.10
Health & Human Services	IT Consultant	S. Whitbread	6 months	15.11.10
Health & Human Services	Enrolled Nurse	C. Drew	6 months	31.10.10
Health & Human Services	Senior Policy Analyst	G. Roberts	6 months	18.10.10
Health & Human Services	Registered Nurse	T. Jenkins	6 months	24.10.10
Infrastructure, Energy & Resources	Crash Data Entry Clerk	P. Longbottom	6 months	28.10.10
Premier & Cabinet	Senior Policy Analyst	E. Buttermore	6 months	03.11.10
Public Trustee	Manager Financial Operations	S. Parnham	6 months	01.11.10
Tasmanian Polytechnic	Teacher	J. Casey	3 Months	12.10.10
Tasmanian Polytechnic	Teacher	K. Morrison	3 Months	12.10.10
Tasmanian Polytechnic	Teacher	R. Campbell	3 Months	12.10.10
Tasmanian Polytechnic	Teacher	J. Petterwood	3 months	12.10.10

Fixed-term Appointments of Greater than 12 Months

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Term</i>	<i>Date of Effect</i>
Integrity Commission	Manager Strategic Communications	A. Housego	2 Years	08.11.10

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Health & Human Services	F. Boyle	Team Leader Outpatient Appointment Scheduling	25.10.10
Health & Human Services	D. Tilyard	Team Leader Outpatient Appointment Scheduling	25.10.10
Health & Human Services	C. Redman	Community Liaison Advisor	02.11.10
Police & Emergency Management	I. Burns	Senior Planning and Education Officer (Emergency Management)	08.11.10

Resignation of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Business Support Officer	S. Sims	27.10.10
Health & Human Services	Aboriginal Tenancy Officer	M. Robinson	29.10.10
Health & Human Services	Hospital Aide	L. Webber	21.10.10
Health & Human Services	Customer Support Officer	K. Grace	29.10.10
Health & Human Services	Registered Nurse	T. Hanc	02.11.10
Health & Human Services	Senior Physiotherapist (Community)	K. Downie	01.11.10
Health & Human Services	Elective Surgery Liaison Nurse	D. Binns	01.11.10
Health & Human Services	Staff Specialist	S. Rajendra	31.10.10
Health & Human Services	CSSD Technician	V. Cross	23.10.10
Health & Human Services	Disability Worker	A. Hurd	31.10.10
Health & Human Services	Senior Occupational Therapist	R. Nimmo	31.10.10
Health & Human Services	Disability Officer	K. Button	15.10.10
Premier & Cabinet	Senior Policy Analyst	A. Cooper	03.11.10
Primary Industries, Parks, Water & Environment	Field Officer	D. Emmett	02.11.10
Port Arthur Historic Site Management Authority	Senior Accounts Officer	R. Carnevale	03.11.10

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Manager Business Support	I. Fleming	03.11.10
Health & Human Services	Registered Nurse	D. Broadhead	30.10.10
Premier & Cabinet	Secretary/Clerk Executive Council	D. Colegrave	10.11.10
Primary Industries, Parks, Water & Environment	Valuer	G. Eddington	06.01.11

Termination of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Admissions Officer, Client Services	L. Favretto	29.10.10



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