



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

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

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

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

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

### *Further Information*

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

### *Submission of Applications*

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

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

### *Fixed-Term Appointment*

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

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

### *Fixed-Term Employment Registers*

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

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## Tasmanian Government Gazette

Email text copy to

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

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

## State Service Notices

### Vacancy, Direct Selection and Staff Movement Notices

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

### Order Information

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

### Deadlines

*Government Gazette* :—

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

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

**Deadlines will be strictly adhered to**

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

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

Desirable Requirements:—An appreciation of and interest in Tasmania's ecology and landscape would be considered an advantage.

Current drivers licence.

Enquiries to Kim Hill for a copy of the Statement of Duties, phone (03) 6226 2635, email **Kim.Hill@tmag.tas.gov.au**. For further information about the position please contact Lyn Cave, Registration Officer, phone (03) 6226 8560, email **Lyn.Cave@tmag.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

*Tasmanian Museum and Art Gallery*

### Technical Officer, Repatriation (425102).

Applications Close:—Friday, 26 November 2010.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time for 12 months.

Location:—Hobart.

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

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

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

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

Enquiries to Stella O'Brien for a copy of the Statement of Duties, phone (03) 6211 4178, email **Stella.O'Brien@tmag.tas.gov.au**. For further information about the position please contact Tony Brown, Senior Curator Indigenous Cultures, phone (03) 6211 4144, email **Tony.Brown@tmag.tas.gov.au**.

### ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

CULTURE, RECREATION AND SPORT

*Tasmanian Museum and Art Gallery*

### Curator (Botany) (424214).

Applications Close:—Friday, 26 November 2010.

Salary:—\$49,097 – \$79,912 p.a.

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

Fixed-term full-time for six months.

Location:—Hobart.

Duties:—As a member of a close-knit specialist team, contribute to the Tasmanian Herbarium's key role in maintaining and developing the State's botanical collections and providing high-quality botanical advice to all clients and stakeholders, including kindred institutions, government and non-government organisations, and members of the general public.

Essential Requirements:—Tertiary degree in Plant Sciences or equivalent associated degree.

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

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](mailto: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

### INDUSTRY DEVELOPMENT DIVISION

#### *Export and Enterprise Development*

#### **Policy and Research Manager (425136).**

Applications Close:—Friday, 26 November 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time (2 years).

Location:—Hobart.

Duties:—Co-ordinate and implement programs, projects and activities aimed to encourage investment and job creation as well as addressing workforce related issues.

Undertake economic and industry policy research and investigations, and assist with the provision of policy, planning and implementation strategies which support the ongoing development and achievement of Departmental goals and objectives, with particular emphasis on small business development and economic migration to Tasmania.

Desirable Requirements:—Relevant tertiary or industry recognised qualifications and affiliations in a business or economics related discipline.

A current driver's licence.

Enquiries to Karin Leeson for a copy of the Statement of Duties on (03) 6233 5890 or email [karin.leeson@development.tas.gov.au](mailto:karin.leeson@development.tas.gov.au). For further information about the role please contact Amanda Castray, Director, Small Business Development, Department of Economic Development, Tourism and the Arts, phone (03) 6233 5474, email [amanda.castray@development.tas.gov.au](mailto:amanda.castray@development.tas.gov.au).

Applications to Jakki Coombes, Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart, TAS 7001, phone (03) 6233 5852, fax (03) 6233 5703, email [applications@development.tas.gov.au](mailto: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

### INDUSTRY DEVELOPMENT DIVISION

#### *Regional Development*

#### **Project Manager (424025).**

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:—Burnie.

Duties:—Contribute to the identification, delivery and management of delegated development strategies and opportunities that maximise investment, growth and job creation in accordance with the Government's Economic Development Plan and broader economic objectives.

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

Current drivers licence.

Enquiries to Dorothy Corbett for a copy of the Statement of Duties on (03) 6434 6261 or email [Dorothy.Corbett@development.tas.gov.au](mailto:Dorothy.Corbett@development.tas.gov.au). For further information regarding the vacancy please contact Lara Hendricks, Regional Manager, Department of Economic Development, Tourism and the Arts, phone (03) 6434 6397, email [Lara.Hendricks@development.tas.gov.au](mailto:Lara.Hendricks@development.tas.gov.au).

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart TAS 7001, phone (03) 6233 5852, fax (03) 6233 5703, email [applications@development.tas.gov.au](mailto:applications@development.tas.gov.au).

To be considered for the role applicants must address the selection criteria as outlined in the Statement of Duties and include a current Curriculum Vitae.

## ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

### INDUSTRY DEVELOPMENT DIVISION

#### *Regional Development*

#### **Senior Client Manager (424832).**

Applications Close:—Friday, 26 November 2010.

Salary:—\$83,867 – \$91,369 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—Burnie.

Duties:—Deliver sustainable economic benefits to North West Tasmania through managing the design, development, implementation and delivery of strategies, programs, and services targeted at small to large enterprises in the region, to maximise employment, investment and growth outcomes in accordance with the government's Economic Development Plan and broader economic objectives and Local Government Partnership Agreements Program.

Direct the activities and resources of the North West Regional Client Management team and provide general support to the Regional Manager North West.

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

Relevant commercial experience.

Current drivers licence.

Enquiries to Dorothy Corbett for a copy of the Statement of Duties on (03) 6434 6261 or email [Dorothy.Corbett@development.tas.gov.au](mailto:Dorothy.Corbett@development.tas.gov.au). For further information regarding the vacancy please contact Lara Hendricks, Regional Manager, Department of Economic Development, Tourism and the Arts, phone (03) 6434 6397, email [Lara.Hendricks@development.tas.gov.au](mailto:Lara.Hendricks@development.tas.gov.au).

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart TAS 7001, phone (03) 6233 5852, fax (03) 6233 5703, email [applications@development.tas.gov.au](mailto:applications@development.tas.gov.au).

To be considered for the vacancy, all applicants must address the selection criteria as outlined in the Statement of Duties and include a current Curriculum Vitae.

## ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

## STRATEGY AND INNOVATION DIVISION

*Digital Futures***Senior Project Manager (425207).**

Applications Close:—Friday, 26 November 2010.

Salary:—\$83,867 – \$91,369 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Fixed-term full-time (3 years).

Location:—Hobart.

Duties:—As a key member of the Strategy and Innovation Division's Digital Futures Unit, lead whole-of-economy projects, programs and initiatives under the government's Digital Futures Strategy.

Provide key advice and assist the Director Digital Futures in the development of the government's Digital Futures Strategy in the evolution of the Tasmanian digital economy and ICT sector.

Desirable Requirements:—A relevant tertiary or industry recognised qualifications and/or professional affiliations.

Current Drivers Licence.

Enquiries to John McGee, Director Digital Futures, phone (03) 6216 4211, email [John.McGee@development.tas.gov.au](mailto:John.McGee@development.tas.gov.au).

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart TAS 7001, phone (03) 6233 5852, fax (03) 6233 5703, email [applications@development.tas.gov.au](mailto:applications@development.tas.gov.au).

To be considered for a vacancy applicants must address the selection criteria as outlined in the Statement of Duties and include a current Curriculum Vitae.

## ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

## STRATEGY AND INNOVATION DIVISION

*Strategic Policy and Research***Policy Officer (424474T).**

Applications Close:—Friday, 26 November 2010.

Salary:—\$66,073 – \$69,098 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Fixed-term full-time commencing as soon as possible until 29/07/2011.

Location:—Hobart.

Duties:—As a member of the Strategy and Innovation (SI) Division, contribute to the provision of whole-of-agency policy research, analysis and advice to support the strategic goals and objectives of the Department of Economic Development, Tourism and the Arts (the department).

The co-ordination and implementation of projects and activities that help facilitate balanced, sustainable economic development in Tasmania.

Desirable Requirements:—A tertiary qualification in a relevant discipline or research experience to a similar level.

Enquiries to Diana Harrison, Manager Strategic Policy, phone (03) 6233 5594, email [diana.harrison@development.tas.gov.au](mailto:diana.harrison@development.tas.gov.au).

Applications to Jakki Coombes, Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart, TAS, 7001, phone (03) 6233 5852, fax (03) 6233 5703, email [applications@development.tas.gov.au](mailto: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.

## EDUCATION

## COMMUNITY KNOWLEDGE NETWORK

*LINC's East*

## Rosny LINC

**Customer Service Officer, Rosny LINC—2 Vacancies.**

Applications Close:—Friday, 26 November 2010.

Salary:—\$34,815 – \$43,365 pro rata.

Tasmanian State Service Award, General Stream, Band 1.

Vacancy No. 700510.

Permanent part-time 44.10 hours per fortnight from 4 January 2011.

Location:—Rosny LINC.

Vacancy No. 700511.

Permanent part-time 44.10 hours per fortnight from 4 January 2011.

Location:—Rosny LINC.

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

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

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 Mary Steele, phone (03) 6233 8415, email [mary.steel@education.tas.gov.au](mailto:mary.steel@education.tas.gov.au).

Enquiries to Dee Scott, Department of Education, phone (03) 6233 8410, email [dee.scott@education.tas.gov.au](mailto:dee.scott@education.tas.gov.au).

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

## EDUCATION

## COMMUNITY KNOWLEDGE NETWORK

*LINC's East*

## Rosny LINC

**Customer Service Officer, Rosny LINC (700509).**

Applications Close:—Friday, 26 November 2010.

Salary:—\$33,637 – \$41,899 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Permanent full-time from 4 January 2011.

Location:—Rosny LINC.

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

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

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 Mary Steele, phone (03) 6233 8415, email mary.steel@education.tas.gov.au.

Enquiries to Dee Scott, Department of Education, phone (03) 6233 8410, email dee.scott@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

#### ***Advanced Skills Teacher, English as an Additional Language—2 Vacancies.***

Applications Close:—Friday, 26 November 2010.

Salary:—\$85,035 p.a.

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

Vacancy No. 963458.

Permanent full-time.

Location:—Learning Services (South and South-East).

Vacancy No. 963459.

Permanent full-time.

Location:—Learning Services (North and North-West).

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 Jennifer Barclay, Department of Education, phone (03) 6233 7719, email jennifer.barclay@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)*

#### ***Pathway Planning Officer, Guaranteeing Futures (962601).***

Applications Close:—Friday, 26 November 2010.

Salary:—\$54,106 – \$63,737 pro rata.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term part-time 58.80 hours per fortnight 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)****Social Worker, East Tamar Cluster (964557).***

Applications Close:—Friday, 26 November 2010.

Salary:—\$47,546 – \$76,081 p.a.

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

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

Location:—East Tamar Cluster.

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

Essential Requirements:—A degree in Social Work from a University, Institute of Technology or College of Advanced Education or an equivalent award from a recognised overseas institution. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for—crimes of violence, Sex related offences, Serious drug offences.

Desirable Requirements:—A current driver's licence. Eligibility for membership of the Australian Association of Social Workers.

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 Marj Colvill, Department of Education, phone (03) 6326 6362, email marj.colvill@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)****Speech and Language Pathologist, Learning Services (North) (964553 and 964554).***

Applications Close:—Friday, 26 November 2010.

Salary:—\$47,546 – \$76,081 pro rata.

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

Permanent part-time hours to be determined by the number of successful candidates from 1 January 2011.

Location:—Region, North.

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

Essential Requirements:—A degree in Speech Pathology from an Australian University, Institute of Technology or College of Advanced Education or an equivalent award from a recognised overseas institution. Eligibility for membership of Speech Pathology 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 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. Eligibility for membership of Speech Pathology Australia.

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 Danielle LeRossignol, Department of Education, phone (03) 6327 2731, email danielle.le.rossignol@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)****Braille Interpreter, Guaranteeing Futures (96260)***

Applications Close:—Friday, 26 November 2010.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Team, 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

WITHDRAWN

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](mailto: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](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

#### Beaconsfield Primary School

#### ***Advanced Skills Teacher, Beaconsfield Primary School (964302).***

Applications Close:—Friday, 26 November 2010.

Salary:—\$85,035 p.a.

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

Fixed-term full-time from 14 February 2011 until 21 December 2012.

Location:—Beaconsfield Primary School.

Description of 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 Peter Fraser, Department of Education, phone (03) 63831215, email [peter.fraser@education.tas.gov.au](mailto:peter.fraser@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](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

#### Bicheno Primary School

#### ***Teacher Aide Special, Bicheno Primary School.***

Applications Close:—Friday, 26 November 2010.

Salary:—\$40,527 – \$43,720 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Vacancy No. 305005.

Permanent part-time 6 hours per fortnight upto 42 weeks per year.

Location:—Bicheno 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 Jeanagh Viney, Department of Education, phone (03) 6375 1222, email [jeanagh.viney@education.tas.gov.au](mailto:jeanagh.viney@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](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

#### Brooks High School

#### ***Assistant Principal, Brooks High School (964178).***

Applications Close:—Friday, 26 November 2010.

Salary:—\$95,169 p.a.

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



Fixed-term full-time from 14 February 2011 until 21 December 2012.

Location:—Brooks High School.

Description of 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 Stephen Plowright, Department of Education, phone (03) 6324 7200, email [stephen.plowright@education.tas.gov.au](mailto:stephen.plowright@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](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

#### Deloraine Primary School

### ***School Executive Officer, Deloraine Primary School, Re-Advertised (952813).***

Applications Close:—Friday, 26 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 2011.

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](mailto: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](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

#### Deloraine Primary School

### ***School Executive Officer, Deloraine Primary School (952813).***

Applications Close:—Friday, 26 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](mailto: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](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

##### Exeter Primary School

#### ***Assistant Principal, Exeter Primary School, Re-advertised (205257).***

Applications Close:—Friday, 26 November 2010.

Salary:—\$95,169 p.a.

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

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

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](mailto: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](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

##### Exeter Primary School

#### ***Assistant Principal, Exeter Primary School—2 Vacancies.***

Applications Close:—Friday, 26 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](mailto: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](mailto:recruitment@education.tas.gov.au).

## EDUCATION

## LEARNING SERVICES

*Learning Services (North)*

## Hagley Farm Primary School

**Advanced Skills Teacher, Hagley Farm Primary School (955070).**

Applications Close:—Friday, 26 November 2010.

Salary:—\$85,035 p.a.

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

Permanent full-time from 14 February 2011.

Location:—Hagley Farm Primary School.

Description of 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 Peter Kearney, Department of Education, phone (03) 6392 2272, email [peter.kearney@education.tas.gov.au](mailto:peter.kearney@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](mailto:recruitment@education.tas.gov.au).

## EDUCATION

## LEARNING SERVICES

*Learning Services (North)*

## Port Dalrymple School

**Assistant Principal, Project Officer, Port Dalrymple School (964564).**

Applications Close:—Friday, 26 November 2010.

Salary:—\$95,169 p.a.

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

Fixed-term full-time from 14 February 2011 until 21 December 2012.

Location:—Port Dalrymple School.

Description of 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 Phil Challis, Department of Education, phone (03) 6282 0500, email [philip.challis@education.tas.gov.au](mailto: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 7252, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## EDUCATION

## LEARNING SERVICES

*Learning Services (North)*

## Port Dalrymple School

**Youth Networker, Port Dalrymple School (964461).**

Applications Close:—Friday, 26 November 2010.

Salary:—\$68,385 – \$71,516 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Fixed-term full-time from as soon as possible until 31 December 2011.

Location:—Port Dalrymple School.

Description of Role:—Provide a youth support service to identified young people in Years 4 to 7 who are at serious risk in their engagement with education at schools in the George Town area, through the development and implementation of appropriate learning programs and strategies that aim to improve student's well being and their engagement in school and community programs.

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:**—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 Martin Binns, Department of Education, phone (03) 6382 0500, email martin.binns@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)*

##### Scottsdale High School

#### ***Assistant Principal, Scottsdale High School (964567).***

Applications Close:—Friday, 26 November 2010.

Salary:—\$95,169 p.a.

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

Fixed-term full-time from 14 February 2011 until 21 December 2012.

Location:—Scottsdale High School.

**Description of Role:**—To assist the Principal in the general educational leadership, management and administration of a school or college. Other local duties specific to this position will include curriculum leadership in maths and computing, and the management of assessment, data and reporting.

**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.

Curriculum Leadership in Maths and Computing Management of Assessment, Data and Reporting.

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 (South)*

##### Schools Support (South)

#### ***Bus Driver, Southern Support School (953565).***

Applications Close:—Friday, 26 November 2010.

Salary:—\$33,637 – \$41,899 pro rata.

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term part-time 30 hours per fortnight from as soon as possible to 22 December 2011 upto 40 weeks per year.

Location:—Southern Support School.

**Description of the Role:**—Undertake a range of functions associated with the maintenance and operation of the School Bus fleet.

**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.

A current medium rigid (MR) motor vehicle drivers licence and the appropriate ancillary certificate.

(ancillary for coach).

**Desirable Requirements:**—A current St John Ambulance First Aid certificate, or equivalent.

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 Robyn Schreck, phone (03) 6233 2100, email robyn.schreck@education.tas.gov.au.

Enquiries to Sherry Edwards, Department of Education, phone (03) 6233 2100, email sherry.edwards@education.tas.gov.au.

Applications to Establishment Recruitment and Reporting Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7251, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LEARNING SERVICES

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

#### **Senior Project Officer Science Secondary, Learning Services (South-East) (964586).**

Applications Close:—Friday, 26 November 2010.

Salary:—\$85,035 pro rata.

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

Fixed-term part-time 42 hours per fortnight from 8 February 2011 until 17 December 2012.

Location:—Learning Services (South-East).

Description of Role:—To co-ordinate the delivery of professional learning in science for nominated teams of teachers in Learning Services South-East, to support the implementation of the Australian Curriculum Science and to co-ordinate extended learning opportunities for students in Learning Services South-East.

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 Lucy Fisher, Department of Education, phone (03) 6212 3126, email [lucy.fisher@education.tas.gov.au](mailto:lucy.fisher@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](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LEARNING SERVICES

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

#### Clarendon Vale Primary School

#### **Community Liaison Officer, Clarendon Vale Primary School (964355).**

Applications Close:—Friday, 26 November 2010.

Salary:—\$72,479 – \$85,612 pro rata.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term part-time 29.4 hours per fortnight from 8 February 2011 until 17 December 2012.

Location:—Clarendon Vale Primary School.

Description of Role:—To undertake the preliminary work associated with moving the school communities towards being an integral part of the proposed extended services model through the Family and Child Centre to be established in Clarendon Vale. The role involves increasing the level and quality of parent and community involvement in the school.

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 Anne Douglas, Department of Education, phone (03) 6247 7055, email [anne.douglas@education.tas.gov.au](mailto:anne.douglas@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](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LEARNING SERVICES

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

#### Clarendon Vale Primary School

#### **Community Literacy Officer, Clarendon Vale Primary School (964350).**

Applications Close:—Friday, 26 November 2010.

Salary:—\$85,035 pro rata.

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

Fixed-term part-time 42 hours per fortnight from 8 February 2011 until 17 December 2012.

Location:—Clarendon Vale Primary School.

Description of 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 Anne Douglas, Department of Education, phone (03) 6247 7055, email [anne.douglas@education.tas.gov.au](mailto:anne.douglas@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](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LEARNING SERVICES

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

#### Gagebrook Primary School

#### ***Advanced Skills Teacher, Gagebrook Primary School (201670).***

Applications Close:—Friday, 26 November 2010.

Salary:—\$85,035 p.a.

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

Permanent full-time from 15 February 2011.

Location:—Gagebrook Primary School.

**Description of 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 Steven Lewis, Department of Education, phone (03) 6262 5500, email [steven.lewis@education.tas.gov.au](mailto:steven.lewis@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](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LEARNING SERVICES

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

#### Geilston Bay High School

#### ***Industry Community Partnership Officer, Geilston Bay High School (964584).***

Applications Close:—Friday, 26 November 2010.

Salary:—\$68,385 – \$71,516 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Fixed-term full-time from as soon as possible for up to one year.

Location:—Geilston Bay High School.

**Description of Role:**—Develop partnerships with a range of services and non government organisations to support at risk young people to increase their engagement in further education, training and employment.

**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 Amanda Beams, Department of Education, phone (03) 6212 3107, email [amanda.beams@education.tas.gov.au](mailto:amanda.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 7252, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LEARNING SERVICES

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

##### Geilston Bay High School

#### ***Personalised Learning Support Officer, Geilston Bay High School (964356).***

Applications Close:—Friday, 26 November 2010.

Salary:—\$50,815 – \$55,312 pro rata.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term part-time 36.75 hours per fortnight from 8 February 2011 until 17 December 2012.

Location:—Geilston Bay High School.

Description of Role:—Personalised Learning Support Officer will work alongside the co-ordinator of Personalised Learning (AST) and the Pathway Planning Officer at Geilston Bay High School in developing programs for identified 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.

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 Robyn Tummon, Department of Education, phone (03) 6243 8633, email [robyn.tummon@education.tas.gov.au](mailto:robyn.tummon@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](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LEARNING SERVICES

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

##### Jordan River Learning Federation

#### ***Advanced Skills Teacher, Middle School Jordan River Learning Federation (953168).***

Applications Close:—Friday, 26 November 2010.

Salary:—\$85,035 p.a.

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

Permanent full-time from 15 February 2011.

Location:—Middle School Jordan River Learning Federation.

Description of 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 Steven Lewis, Department of Education, phone (03) 6262 5500, email [steven.lewis@education.tas.gov.au](mailto:steven.lewis@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](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LEARNING SERVICES

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

##### Jordan River Learning Federation

#### ***Advanced Skills Teacher, Senior School Campus Jordan River Learning Federation (964347).***

Applications Close:—Friday, 26 November 2010.

Salary:—\$85,035 p.a.

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

Permanent full-time from 15 February 2011.

Location:—Senior School Campus Jordan River Learning Federation.

Description of 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 Steven Lewis, Department of Education, phone (03) 6262 5500, email [steven.lewis@education.tas.gov.au](mailto:steven.lewis@education.tas.gov.au).

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## EDUCATION

### LEARNING SERVICES

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

Jordan River Learning Federation

#### ***Learning Through Internship and Partnerships Co-ordinator, Senior School Campus, Jordan River Federation (964583).***

Applications Close:—Friday, 26 November 2010.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time from 8 February 2011 until 17 December 2011.

Location:—Jordan River Learning Federation.

Description of Role:—Support the continued development of community, business and training authority partnerships in the Jordan River Learning Federation Senior School and link this work to student personalised learning.).

Co-ordinate the Learning Through Internship Program for the 9/10 Big Picture School.

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 Steven Lewis, Department of Education, phone (03) 6262 5500, email [steven.lewis@education.tas.gov.au](mailto:steven.lewis@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](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LEARNING SERVICES

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

Oatlands District High School

#### ***Advanced Skills Teacher Grade 5-8 Co-ordinator, Oatlands District High School (964343).***

Applications Close:—Friday, 26 November 2010.

Salary:—\$85,035 pro rata.

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

Fixed-term part-time 35 hours per fortnight from 8 February 2011 until 17 December 2012.

Location:—Oatlands District High School.

Description of 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 Veronica Emery, Department of Education, phone (03) 6254 1110, email [veronica.emery@education.tas.gov.au](mailto:veronica.emery@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](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LEARNING SERVICES

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

#### Oatlands District High School

#### ***Advanced Skills Teacher Grade 9-10 Co-ordinator, Oatlands District High School (964344).***

Applications Close:—Friday, 26 November 2010.

Salary:—\$85,035 pro rata.

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

Fixed-term part-time 35 hours per fortnight from 8 February 2011 until 17 December 2012.

Location:—Oatlands District High School.

Description of 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 Veronica Emery, Department of Education, phone (03) 6254 1110, email [veronica.emery@education.tas.gov.au](mailto:veronica.emery@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](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LEARNING SERVICES

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

#### Rokeby High School

#### ***Partnerships for Personalised Learning Co-ordinator, Rokeby High School (964357).***

Applications Close:—Friday, 26 November 2010.

Salary:—\$54,106 – \$63,737 pro rata.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term part-time 36.75 hours per week from 8 February 2011 until 17 December 2011.

Location:—Rokeby High School.

Description of Role:—Personalised Learning and Partnerships co-ordinator (support the continued development of community, business and training authority partnerships at Rokeby High School and linking this work to student personalised learning.).

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 Peter O'Keefe, Department of Education, phone (03) 6247 7800, email [peter.okeefe@education.tas.gov.au](mailto:peter.okeefe@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](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### OFFICE OF THE TASMANIAN QUALIFICATIONS AUTHORITY (OTQA)

#### ***Administrative Support Officer, Office of the Tasmanian Qualifications Authority (940041).***

Applications Close:—Friday, 26 November 2010.

Salary:—\$50,815 – \$55,311 pro rata.

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time 44.10 hours per fortnight.

Location:—Hobart.

Description of the Role:—Carry out administrative and support tasks in the Office of the Tasmanian Qualifications Authority (OTQA). Provide assistance and support to managers and the Executive Support Officer to the Authority.

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 John Brooks, Department of Education, phone 30 6216 4247, email john.brooks@tqa.tas.gov.au.

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

## EDUCATION

### SKILLS TASMANIA

#### *Strategic Directions*

#### Strategy

### ***Senior Planning and Policy Officer, Skills Tasmania. Re-Advertised (963296).***

Applications Close:—Friday, 26 November 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time from as soon as possible 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.

## EDUCATION

### SKILLS TASMANIA

#### *Strategic Directions*

#### Strategy

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

Applications Close:—Friday, 26 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

### ***Allied Health Professionals, (Fixed Term Employment Register) (Hospital Opportunities).***

Applications Close:—Friday, 13 May 2011.

Salary:—\$46,450 – \$74,527 p.a.

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

Register.

Location:—Opportunities for Allied Health Professionals Statewide.

Interested applicants are encouraged to obtain an information package containing a statement of duties, application form and list of contact telephone numbers by downloading an application package from this website. People who have previously expressed interest in the Employment Register are required to reapply unless that expression of interest was submitted within the last 6 months. If you wish to update your information or be removed from the register please email this address employment.register@dhs.tas.gov.au.

**The Register remains open at all times.**

Visit us at [www.dhhs.tas.gov.au/jobsandcareers](http://www.dhhs.tas.gov.au/jobsandcareers).

The vacancies are for:—

***Diagnostic Radiographers.***

***Dietitians.***

***Medical Scientists.***

***Occupational Therapists.***

***Orthotists.***

***Pharmacists.***

***Physiotherapists.***

***Podiatrists.***

***Radiation Therapists.***

***Social Workers.***

***Speech Pathologists.***

***Audiologists.***

Vacancies will be located at the Royal Hobart Hospital, Launceston General Hospital, North West Regional Hospital, Mersey Community Hospital and are available for short term and long term contracts.

Enquiries to Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart, Tasmania 7001, phone (03) 6233 8990, fax (03) 6233 3845, email [employment.register@dhhs.tas.gov.au](mailto:employment.register@dhhs.tas.gov.au).

#### HEALTH AND HUMAN SERVICES

##### ***Food Service Officer (Relief Pool) (507950).***

Applications Close:—Friday, 26 November 2010.

Salary:—\$36,266 – \$37,915 pro rata.

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

Fixed-term casual working as and when required commencing as soon as possible until 1 December 2011.

Location:—Royal Hobart Hospital.

Duties:—To assist with the food preparation, production, plating service, warewashing, and cleaning duties in the provision of catering services to patients, visitors and staff of the hospital.

Desirable Requirements:—Knowledge and experience and/or relevant TAFE qualifications in food preparation and production including knowledge of cook-chill procedures. Understanding and experience of working in a large organisation.

A knowledge and understanding of general food handling and food hygiene regulations.

Proven ability to maintain all work areas and equipment in a hygienic state. Ability to maintain a high standard of personal cleanliness and hygiene.

Enquiries to Matthew Pockett, Department of Health and Human Services, phone (03) 6222 7951, fax (03) 62228701, email [matthew.pockett@dhhs.tas.gov.au](mailto:matthew.pockett@dhhs.tas.gov.au).

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

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

#### HEALTH AND HUMAN SERVICES

##### AMBULANCE TASMANIA

##### ***HR Advisor, Ambulance (519772).***

Applications Close:—Friday, 26 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:—Hobart.

Duties:—To provide a quality human resource (HR) advisory service to senior managers and employees of Ambulance Tasmania. The position works closely with the HR Consultant in developing and implementing human resource practices, policies and procedures while providing sound advice and support to line managers and employees on contemporary employee management issues.

Desirable Requirements:—Demonstrated experience in a Human Resource role with knowledge of job design, classification and establishment principles and an understanding of the consequences of organisational change on the job design process. Demonstrated working knowledge of Human Resource principles and issues, particularly in relation to recruitment and selection and the ability to apply this within the Tasmanian State Service context. High level written skills including the ability to research and form logical arguments and convey complex material in a clear and concise manner.

Enquiries to Sally Grimes, Department of Health and Human Services, phone (03) 6336 5493, email [sally.grimes@dhhs.tas.gov.au](mailto:sally.grimes@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

##### *Asset Management Services*

##### ***Manager Major Projects (500668).***

Applications Close:—Friday, 26 November 2010.

Salary:—\$92,929 – \$100,076 p.a.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—As a senior member of Asset Management Services project manage the delivery of major projects. The successful applicant will act as an informed client, briefing, managing and quality assuring projects through all stages of their delivery and providing high level project management and authoritative advice to ensure the development and delivery of a complex capital works program that spans all aspects of the health sector.

Desirable Requirements:—Extensive experience in the effective development and management of a program of complex capital works projects, requiring a high level of problem solving ability and at least 5 years professional experience in a discipline related to the construction industry. Extensive knowledge of contemporary project and contract management practices and techniques, including managing the interface with clients and user groups and the direction

and co-ordination of consultants and contractors. High level strategic, conceptual, analytical and creative skills including an ability to understand the political, social and organisational environment and to identify and resolve relevant issues.

Enquiries to Peter Alexander, Department of Health and Human Services, phone (03) 6233 6012, email [peter.alexander@dhhs.tas.gov.au](mailto:peter.alexander@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

#### ***Consultant, Occupational Health and Safety (519365).***

Applications Close:—Friday, 3 December 2010.

Salary:—\$69,202 – \$81,965 p.a.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—As a member of Employee Health and Safety Services, participate in the analysis and evaluation of data specific to Occupational Health and Safety performance. Prepare reports that identify performance improvement opportunities for both the whole of agency and specific Operational Units within DHHS.

Desirable Requirements:—Highly developed business, system and data analysis skills, along with extensive knowledge and experience in computer systems relating to occupational health and safety information. Experience in data analysis and information management principles and practices and the development of executive reporting facilities across integrated information systems. Demonstrated knowledge and experience in business process mapping, change management and business improvement.

Enquiries to David Salisbury, Department of Health and Human Services, phone (03) 6233 8600, email [david.salisbury@dhhs.tas.gov.au](mailto:david.salisbury@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

### CARE REFORM

#### *Statewide Medication Policy and Reform*

#### ***Statewide Medication Co-ordinator (515524).***

Applications Close:—Friday, 26 November 2010.

Salary:—\$118,983 p.a.

Allied Health Professionals (Tasmanian Public Sector) Industrial Agreement 2010, Allied Health Professional, Level 6.

Fixed-term full-time daywork, commencing 4 January 2011 for a period of 12 months, however applications for a 6 month period will be considered.

Location:—Hobart.

Duties:—The position is responsible for driving change across all relevant Departmental health settings to ensure a consistent approach to a range of pharmaceutical, pharmacy practice and quality use of medicines issues. The key areas of responsibility include:—Leading and managing the Medication Strategy and Reform Unit; Determining and implementing the strategic direction of hospital, primary health, mental health and specialist health pharmacy practice to ensure effective use of medicines across the State through the development and co-ordination of effective policy; Developing and implementing an effective business strategy that will harness buying efficiencies and meet financial performance targets; Ensuring the quality and safety of medicines utilised in the State's healthcare services, including management of the State drug funding programs and leading the implementation of national quality and safety standards of practice.

Developing and leading Agency-wide medication safety initiatives especially in the areas of effective multidisciplinary practice and information technology strategy; and.

Implementing national pharmaceutical reform initiatives.

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

Enquiries to Amber Roberts, Department of Health and Human Services, phone (03) 6233 7064, email [amber.roberts@dhhs.tas.gov.au](mailto:amber.roberts@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*

#### ***Public Health General Practice Trainee (519131).***

Applications Close:—Friday, 26 November 2010.

Salary:—\$75,556 – \$89,685 pro rata.

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

Fixed-term part-time day work for 15.2 hours per fortnight from As soon as possible for a period of 6 months.

Location:—Hobart.

Duties:—Training to complete requirements of Fellowship of Australasian Faculty of Public Health medicine. Public Health activities and projects as determined by the Director of Public Health, in conjunction with other traineeship mentors and supervisors. Public health activities in the Communicable Diseases Prevention Unit or other Departmental settings as negotiated with supervisors.

Essential Requirements:—General or limited registration with the Medical Board of Australia.

Enquiries to Dr Roscoe Taylor, Department of Health and

Human Services, phone (03) 6222 7729, email [roscoe.taylor@dhhs.tas.gov.au](mailto:roscoe.taylor@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

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

#### **Policy Analyst (518461).**

Applications Close:—Friday, 26 November 2010.

Salary:—\$53,384 – \$62,872 p.a.

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

Fixed-term full-time day work commencing as soon as possible for a period of 6 months.

Location:—DCYFS, Planning Performance and Evaluation, Hobart.

Duties:—In relation to the roles and responsibilities of Corporate Support, and the priorities established by Disability, Child, Youth and Family Services:—Contribute to the research, investigation and analysis capacity of the Unit and Support the secretariat and administrative processes managed by the Unit.

This work will involve problem solving, analysis of complex issues, investigation and research into policy, service system, and corporate management issues, and liaison and co-ordination within DHHS and the Agency.

Demonstrated research and investigative skills and the ability to exercise initiative in gathering and interpreting information. An understanding of project management principles considered desirable.

Demonstrated conceptual, analytical, creative skills and judgment including the capacity to effectively problem solve and readily make timely and accurate decisions where there are departures from the routine.

High-level written and oral communication skills, including the ability to clearly and succinctly convey ideas or information; persuade others and where appropriate, present a case in support of recommendations; and listen to others and respond appropriately.

Enquiries to Louise Newbery, Department of Health and Human Services, phone (03) 6233 4918, email [louise.newbery@dhhs.tas.gov.au](mailto:louise.newbery@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

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

#### **Project Support Officer (519346).**

Applications Close:—Friday, 26 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.

Location:—DCYFS, Corporate Support, Hobart.

Duties:—To assist management in undertaking work of an administrative nature including information collation, planning, development of training packages within DCYFS across the state. This work will involve problem solving, analysis of complex issues, investigation, research and liaison with variety of key stakeholders.

Undertake detailed research and analysis either individually or in conjunction with more senior staff relating to key projects of the Workforce Professional Development Unit (WPDU) work plan.

Knowledge of issues affecting the Government specifically in the areas of Disability Child Youth and Family Services or the ability to quickly acquire this information.

Well developed ability, both individually and as a member of a team, to plan, organise, set priorities and work effectively in an environment subject to work pressure and change.

Demonstrated written and interpersonal communication skills with the capacity to prepare and present reports. Capacity to use a broad range of technology to produce quality documents in a variety of communication formats and presentation styles.

Enquiries to Marlene Horne, Department of Health and Human Services, phone (03) 6233 4065, email [marlene.horne@dhhs.tas.gov.au](mailto:marlene.horne@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

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

#### **Senior Counsellor Abuse of Children in State Care—2 Vacancies.**

Applications Close:—Friday, 26 November 2010.

Salary:—\$71,381 – \$81,876 p.a.

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

Vacancy No. 514417.

Fixed-term full-time day work commencing 04 January 2011 for a period of 12 months.

Location:—DCYFS, Adoption and Permanency Services, Hobart.

Vacancy No. 514578.

Fixed-term full-time day work commencing 04 January 2011 for a period of 12 months.

Location:—DCYFS, Adoption and Permanency Services, Hobart.

Duties:—Undertake an assessment of claims of abuse of claimants presenting as part of the Abuse of Children in State Care Review for consideration by the Independent Assessor.

Undertake specialist counselling of clients presenting as part of the Abuse of Children in State Care Review.

Provide support to claimants under the review by providing guided access to claimant's files.

Undertake research and provide advice to the Manager, Adoption and Permanency Services. Participate in risk assessment of current practice and policy development.

**Desirable Requirements:**—Extensive experience in counselling and working with clients who have experienced abuse, including the ability to liaise effectively with clients.

Demonstrated high level conceptual and analytical skills including the ability to make sound judgements and develop, implement and evaluate policies, protocols and procedures.

High level interpersonal, communication, negotiation and conflict resolution skills, proven ability to work constructively as part of a team.

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

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

Enquiries to Tim Vaatstra, Manager, Adoption and Permanency Services, Department of Health and Human Services, phone (03) 6233 2209, email tim.vaatstra@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*

#### **Customer Support Officer (511229).**

Applications Close:—Friday, 26 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:—Housing Tasmania, North.

**Duties:**—As part of a multi-skilled Customer Services Team, perform a range of duties including reception, administrative, clerical and customer support services for staff and clients, to ensure the efficient and effective delivery of housing services across Areas as required.

**Desirable Requirements:**—Ability to liaise and communicate effectively with clients on a range of matters relating to Housing Tasmania services, other housing options and maintenance issues.

Good interpersonal and communication skills both written and verbal.

Ability to adequately determine client needs and to treat clients with dignity and respect.

Ability to work either individually or as a member of a team in an environment subject to work pressure and change, to complete tasks with accuracy and within set deadlines.

Enquiries to Gabrielle Beer, Department of Health and Human Services, phone (03) 6336 2335, email gabrielle.beer@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 (517064).**

Applications Close:—Friday, 26 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 commencing As soon as possible for a period of 12 months.

Location:—Housing Tasmania, North.

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

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

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

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

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

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

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## HEALTH AND HUMAN SERVICES

### NORTH WEST AREA HEALTH SERVICE

#### **Social Worker (511904).**

Applications Close:—Friday, 26 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 to 13 September 2011. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Social Work Department, North West Regional Hospital, Burnie.

**Duties:**—As a member of the North West Area Health Service Social Work team the incumbent will, as part of a multidisciplinary team, contribute to the development, provision and evaluation of social work services for patients

of the Hospital and their families and/or the community; in accordance with the Code of Ethics of the Australian Association of Social Workers and the Code of Conduct of the Department of Health and Human Services. You will work with professional guidance from the Deputy Manager of Social Work Services and be required to operate independently acting within guidelines and procedures of the North West Area Health Service Social Work Team, and contribute to the planning, provision and evaluation of Social Work services, as allocated and in consultation with the Deputy Manager and Project Manager, Social Work. You may be responsible at times for the supervision of less experienced staff and Social Work students on fieldwork placement.

**Essential Requirements:**—Degree in Social Work giving eligibility for membership of the Australian Association of Social Workers. Current Driver's Licence.

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

Enquiries to Ally Smith, Department of Health and Human Services, mobile 0429 189 799, email ally.smith@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

### NORTH WEST AREA HEALTH SERVICE

#### *Mersey Community Hospital*

#### **Clinical Nurse Educator, Midwifery (515466).**

Applications Close:—Friday, 26 November 2010.

Salary:—\$74,477 – \$79,725 pro rata.

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

Fixed-term part-time day work, 72 hours per fortnight commencing As soon as possible until 2 April 2011. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

**Location:**—Womens and Children's Services, Mersey Community Hospital.

**Duties:**—The Clinical Nurse Educator Midwifery prepares and delivers educational programs for staff delivering midwifery services in the Northwest of Tasmania. The Clinical Nurse Educator Midwifery also supports an environment that fosters teaching and research activities within the unit.

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

Enquiries to Bronwyn Dudfield, Department of Health and Human Services, phone (03) 6426 5421, email bronwyn.dudfield@dhhs.tas.gov.au.

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## HEALTH AND HUMAN SERVICES

### NORTH WEST AREA HEALTH SERVICE

#### *Mersey Community Hospital*

#### **Deputy Manager Occupational Therapy Services (517479).**

Applications Close:—Friday, 26 November 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 work, commencing As soon as possible until 13 May 2011. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

**Location:**—Occupational Therapy, Mersey Community Hospital.

**Duties:**—Provide advanced clinical services in accordance with organisational policies and professional code of conduct, for clients referred to the Occupational Therapy service NWAHS as well as leadership and skill development for other staff of this service. Assist the Manager, Occupational Therapy NWAHS with the overall organisation, co-ordination, management and planning of the Occupational Therapy service.

**Essential Requirements:**—Graduate of an approved School of Occupational Therapy and eligibility for membership to OT Australia. (Australian Association of Occupational Therapists).

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

Enquiries to Brad Birleson, Department of Health and Human Services, phone (03) 6430 6600, email brad.birleson@dhhs.tas.gov.au.

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## HEALTH AND HUMAN SERVICES

### NORTH WEST AREA HEALTH SERVICE

#### *Mersey Community Hospital*

#### **Dispensing Team Leader (515013).**

Applications Close:—Friday, 26 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:**—Pharmacy, Mersey Community Hospital.

**Duties:**—Provide a safe and efficient medication dispensing service to inpatients and outpatients of the North West Area Health Service. Oversee the work of other team members and provide supervision and leadership. Co-ordinate dispensing and medication supply practices. Ensure medication supply practices are in compliance with legal requirements, professional ethics, and departmental and hospital policies.

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

Enquiries to Lorraine Smith, Department of Health and Human Services, phone (03) 6426 5602, email [lorraine.smith@dhhs.tas.gov.au](mailto:lorraine.smith@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### NORTH WEST AREA HEALTH SERVICE

#### *Mersey Community Hospital*

#### **Enrolled Nurse (514878).**

Applications Close:—Friday, 26 November 2010.

Salary:—\$47,703 – \$50,454 p.a.

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

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

Location:—Surgical Ward, Mersey Community Hospital.

Duties:—In accordance with Agency policies and legal requirements, the Enrolled Nurse delivers direct patient/client care of a prescribed recurrent nature under the supervision of a Registered Nurse.

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

Enquiries to May Woodberry, Department of Health and Human Services, phone (03) 6426 5654, email [thelma.woodberry@dhhs.tas.gov.au](mailto:thelma.woodberry@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

### NORTH WEST AREA HEALTH SERVICE

#### *Mersey Community Hospital*

#### **Occupational Therapist (514473).**

Applications Close:—Friday, 26 November 2010.

Salary:—\$46,450 – \$74,527 p.a.

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

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

Location:—Occupational Therapist, Mersey Community Hospital.

Duties:—To assess, plan and carry out treatment programs in accordance with organisational policies and professional code of conduct, for clients referred to Occupational Therapy services. Rotation across acute clinical caseloads in the area will be required including medical, surgical, rehabilitation and orthopaedic inpatients, orthopaedic outpatients, community clients and paediatrics. Assist senior Occupational Therapists in ensuring that best practice standards are provided to clients of the occupational therapy service at the North West Area Health Service (NWAHS), including actively promoting the role of occupational therapy and participation in the education of service users.

Essential Requirements:—Graduate of an approved School of Occupational Therapy and eligibility for membership to OT Australia. (Australian Association of Occupational Therapists).

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

Enquiries to Brad Birleson, Department of Health and Human Services, phone (03) 6430 6600, email [brad.birleson@dhhs.tas.gov.au](mailto:brad.birleson@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

### NORTH WEST AREA HEALTH SERVICE

#### *Mersey Community Hospital*

#### **Team Leader Facilities and Engineering (515041).**

Applications Close:—Friday, 26 November 2010.

Salary:—\$53,384 – \$62,872 p.a.

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

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

Location:—Engineering and Maintenance, Latrobe.

Duties:—Provide support and advice to the Manager, Facilities and Engineering on issues relating to maintenance of the facilities within the Mersey Community Hospital. Provide leadership within the Facilities and Engineering Services section. Perform maintenance duties.

Essential Requirements:—Relevant Trades Qualification.

Enquiries to Gavin Austin, Department of Health and Human Services, phone (03) 64908965, email [gavin.austin@dhhs.tas.gov.au](mailto:gavin.austin@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

## NORTH WEST AREA HEALTH SERVICE

*North West Regional Hospital***Occupational Therapist (502038).**

Applications Close:—Friday, 26 November 2010.

Salary:—\$46,450 – \$74,527 p.a.

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

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

Location:—Occupational Therapist, North West Regional Hospital, Burnie.

Duties:—To assess, plan and carry out treatment programs in accordance with organisational policies and professional code of conduct, for clients referred to Occupational Therapy services. Rotation across acute clinical caseloads in the area will be required including medical, surgical, rehabilitation and orthopaedic inpatients, orthopaedic outpatients, community clients and paediatrics. Assist senior Occupational Therapists in ensuring that best practice standards are provided to clients of the occupational therapy service at the North West Area Health Service (NWAHS), including actively promoting the role of occupational therapy and participation in the education of service users.

Desirable Requirements:—Current drivers licence.

Essential Requirements:—Graduate of an approved School of Occupational Therapy and eligibility for membership to OT Australia. (Australian Association of Occupational Therapists).

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

Enquiries to Brad Birleson, Department of Health and Human Services, phone (03) 6430 6600, email [brad.birleson@dhhs.tas.gov.au](mailto:brad.birleson@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

## NORTH WEST AREA HEALTH SERVICE

*Primary Health Services North West***Community Health Nurse (502592).**

Applications Close:—Friday, 26 November 2010.

Salary:—\$58,055 – \$69,363 p.a.

Nurses (TPS) Award, Community FCH Nurse.

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

Location:—Community Health Ulverstone.

Duties:—Functions as an advanced clinical practitioner in nursing, using evidenced based practices. In accordance with Primary Health Care principles, Agency Policies, legal

requirements and professional competencies; the Community Health nurse provides nursing care to individuals and families, participates in community needs assessments and the development and implementation of health promotion programs. Collaborates with other members of the health care team to ensure the delivery of high quality health care. Recognises that the health of individuals and the community is influenced by social and environmental factors as well as individual's access to health services, therefore plans and delivers services accordingly.

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

Enquiries to Pru Enniss, Department of Health and Human Services, phone (03) 6429 8425, email [pru.enniss@dhhs.tas.gov.au](mailto:pru.enniss@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## NORTHERN AREA HEALTH SERVICE

*Launceston General Hospital***Cleaner (ORS) (503940).**

Applications Close:—Friday, 26 November 2010.

Salary:—\$37,809 – \$38,933 pro rata.

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

Fixed-term part-time shift work, 40 hours per fortnight, commencing As soon as possible until 28 November 2011. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—ORS, Launceston General Hospital.

Duties:—Within the established guidelines and procedures, provide an efficient and effective cleaning support service to the Operating Room Suite.

Desirable Requirements:—Previous cleaning experience in a large health or public facility; together with the ability to use and control various items of industrial cleaning equipment, safely and efficiently. Competent working knowledge in the use of cleaning chemicals or the ability to acquire the same. Knowledge and practical understanding of health and safety issues relevant to the position, with the ability to recognize hazards and take effective action.

Enquiries to Ross Mace, Department of Health and Human Services, phone (03) 6348 7626, email [rmace@dhhs.tas.gov.au](mailto:rmace@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## NORTHERN AREA HEALTH SERVICE

*Launceston General Hospital***Physiotherapist (Graduate), Various Vacancies Available.**

Applications Close:—Friday, 26 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. 503785.

Permanent full-time day work. Persons interested in fixed term positions may also apply. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Physiotherapy.

Duties:—To provide physiotherapy assessments and treatments to patients serviced by the Launceston General Hospital Physiotherapy Department and Services supplied from that Department.

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

Enquiries to Shawn Lee, Department of Health and Human Services, phone (03) 6348 7935, email shawn.lee@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

## NORTHERN AREA HEALTH SERVICE

*Launceston General Hospital***Physiotherapy Aide (503799).**

Applications Close:—Friday, 26 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. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Physiotherapy.

Duties:—To support the provision of Physiotherapy to patients within the LGH and associated services. To assist Physiotherapist with the provision of physiotherapy care to patients within the LGH and associated services.

Desirable Requirements:—Experience with patient care. Well developed communication and interpersonal skills and willing to participate in patient care. Current First Aid certificate.

Enquiries to Shawn Lee, Department of Health and Human Services, phone (03) 6348 7935, email shawn.lee@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

## NORTHERN AREA HEALTH SERVICE

*Launceston General Hospital***Registered Nurse (519254).**

Applications Close:—Friday, 26 November 2010.

Salary:—\$49,012 – \$64,842 p.a.

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

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

Location:—Northern Cardiac Unit, Launceston General Hospital.

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

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

Enquiries to Megan Roberts, Department of Health and Human Services, phone (03) 6348 8712, email megan.roberts@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***Administrative Assistant Relief (506571).**

Applications Close:—Friday, 3 December 2010.

Salary:—\$42,877 – \$46,722 pro rata.

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

Fixed-term casual day work, as and when required, commencing as soon as possible to 27 October 2012.

Location:—North East Soldiers Memorial Hospital, Scottsdale.

Duties:—Provide relief administrative and clerical support to the North East Soldiers Memorial Hospital, Scottsdale, in the reception and ward clerk roles.

Desirable Requirements:—Sound knowledge of office organisation and procedures in order to ensure efficient operation of services, with a high level of oral, written and interpersonal communication skills and ability to work effectively as part of a team.

Enquiries to Kayelene Kettle, Department of Health and Human Services, phone (03) 6352 5522, email kayelene.kettle@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*

#### ***Handyman, Multi Skilled (506997).***

Applications Close:—Friday, 3 December 2010.

Salary:—\$38,264 – \$42,315 pro rata.

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

Fixed-term casual day work, as and when required, commencing as soon as possible to 26 November 2012.

Location:—Flinders Island Multi Purpose Centre.

Duties:—Undertake a wide range of duties associated with the maintenance of the grounds, building fabric and equipment of Flinders Island Multi Purpose Centre.

Desirable Requirements:—Current drivers licence.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check in the following areas:—crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check3) Disciplinary action in previous employment check.

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

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

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Primary Health Services North*

#### ***Health Care Assistant, Casual (515097).***

Applications Close:—Friday, 26 November 2010.

Salary:—\$38,264 – \$42,315 pro rata.

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

Fixed-term casual shift work, as and when required, commencing 2 January 2011 to 29 December 2012.

Location:—Primary Health North.

Duties:—Under the supervision of a Registered/Community Nurse, the Health Care Assistant will provide assistance to clients with a range of activities of daily living.

Essential Requirements:—Current Driver's Licence.

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

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

Enquiries to Karen Bell, Department of Health and Human Services, phone (03) 6336 5107, email [karen.bell@dhhs.tas.gov.au](mailto:karen.bell@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*

#### ***Health Care Assistant, Part Time (515097).***

Applications Close:—Friday, 26 November 2010.

Salary:—\$38,264 – \$42,315 pro rata.

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

Permanent part-time shift work, working 15 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Primary Health North.

Duties:—Under the supervision of a Registered/Community Nurse, the Health Care Assistant will provide assistance to clients with a range of activities of daily living.

Essential Requirements:—Current Driver's Licence.

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

Enquiries to Karen Bell, Department of Health and Human Services, phone (03) 6336 5107, email [karen.bell@dhhs.tas.gov.au](mailto:karen.bell@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Primary Health Services North*

#### ***Health Care Assistant, Part Time (507475).***

Applications Close:—Friday, 26 November 2010.

Salary:—\$38,264 – \$42,315 pro rata.

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

Permanent part-time day work, working 32 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Primary Health North.

Duties:—Under the supervision of a Registered/Community

Nurse, the Health Care Assistant will provide assistance to clients with a range of activities of daily living.

Essential Requirements:—Current Driver's Licence.

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

Enquiries to Karen Bell, Department of Health and Human Services, phone (03) 6336 5107, email karen.bell@dhhs.tas.gov.au.

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Primary Health Services North*

#### ***Hospital Aide (507485).***

Applications Close:—Friday, 3 December 2010.

Salary:—\$38,264 – \$42,315 pro rata.

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

Permanent part-time shift work (fully rotational), working 48 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—North East Soldiers Memorial Hospital, Scottsdale.

Duties:—To assist nursing staff in the provision of daily care activities to residents of the James Scott Wing.

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

Enquiries to Chris Wootton, Department of Health and Human Services, phone (03) 6352 5522, email chris.wootton@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Primary Health Services North*

#### ***Hospital Aide (Multiskilled) (506104).***

Applications Close:—Friday, 3 December 2010.

Salary:—\$38,264 – \$42,315 p.a.

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

Fixed-term casual shift work (fully rotational), as and when required, commencing as soon as possible to 28 November 2012.

Location:—Flinders Island Multi Purpose Centre.

Duties:—To provide a high standard of care to residents and assist nursing staff in the day to day operation of the Flinders Island Multi Purpose Centre.

Desirable Requirements:—Current drivers licence.

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

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

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## HEALTH AND HUMAN SERVICES

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### ***Project Support Officer—2 Vacancies.***

Applications Close:—Friday, 26 November 2010.

Salary:—\$53,384 – \$62,872 p.a.

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

Vacancy No. 519710.

Permanent full-time day work.

Location:—Royal Hobart Hospital.

Vacancy No. 519710.

Fixed-term full-time day work, commencing As soon as possible for a period of twelve months.

Location:—Royal Hobart Hospital.

Duties:—The Project Support officer is part of the Royal Hobart Hospital (RHH) Redevelopment Team and is responsible for co-ordinating activities as part of the RHH Redevelopment Program. Provide effective and efficient support and communication to the Redevelopment Team and key stakeholders to support the project and change management processes associated with the RHH Redevelopment Program.

Enquiries to Meghan Mann-Leonard, Director of Redevelopment, Department of Health and Human Services, phone (03) 6222 8284, email meghan.mann-leonard@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

## SOUTHERN TASMANIA AREA HEALTH SERVICE

*Primary Health Services South***Administrative Support Officer (519673).**

Applications Close:—Friday, 26 November 2010.

Salary:—\$42,877 – \$46,722 p.a.

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

Fixed-term full-time daywork, commencing as soon as possible to 12 May 2012.

Location:—Midlands Multi Purpose Center, Oatlands.

Duties:—Provide reception duties and administrative support to the Midlands Multipurpose Health Centre (MMPH) Provide administrative and clerical support to the MMPHC Management Team.

Desirable Requirements:—Demonstrated ability to provide administrative support duties, including experience in a range of computer packages such as word processing and databases. Demonstrated ability to organise, prioritise and work in an environment subject to variable demands and constant change, and the ability to exercise judgement, initiative and discretion in a team environment. Experience and understanding of operations in a range of health care settings within the Midlands Multipurpose Community Health Centre.

Enquiries to Desmond Moores, Department of Health and Human Services, phone (03) 6233 6770, email [des.moores@dhhs.tas.gov.au](mailto:des.moores@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***Director of Nursing (512457).**

Applications Close:—Friday, 3 December 2010.

Salary:—\$86,319 p.a.

Nurses (TPS) Award, Registered Nurse, Level 5, Grade 1.

Permanent full-time daywork.

Location:—Midlands Multi Purpose Center, Oatlands.

An opportunity exists for a dynamic, motivated Registered Nurse for the role of Director of Nursing, Level 5, Grade 1 at the Midlands Multi Purpose Centre situated in historic Oatlands approximately 1 hour from Hobart, Launceston and the beautiful east coast.

The Midlands Multi Purpose Centre provides residential aged care to 18 residents and has four acute beds and a 24 hour emergency response service, suitably qualified and experienced RNs are invited to apply.

Duties: Undertake a leadership and management role for a range of services provided from the Midlands Multi Purpose Centre (MMPHC), including community, residential aged care, and acute hospital based services.

The Director of Nursing will ensure that services meet the required Agency Standards, and comply with DHHS policy and relevant legislation.

Ensure that financial, human and material resources are managed efficiently and effectively in accordance with Agency performance objectives and community expectations.

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

Enquiries to Catherine Jones, Department of Health and Human Services, phone (03) 6233 6763, email [catherine.jones@dhhs.tas.gov.au](mailto:catherine.jones@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## SOUTHERN TASMANIA AREA HEALTH SERVICE

*Primary Health Services South***Physiotherapist (518517).**

Applications Close:—Friday, 26 November 2010.

Salary:—\$71,381 – \$81,876 pro rata.

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

Fixed-term part-time day work, 30.4 hours per fortnight commencing As soon as possible for a period of 2 years. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Bruny Island Community Health Centre.

Duties:—Within a primary health care framework ensure the efficient and effective provision of optimal physiotherapy management in the assessment, diagnosis and delivery of therapeutic interventions for clients of the Bruny Island. In conjunction with other members of the health team, deliver health promotion activities and services to the community members of Bruny Island.

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

Enquiries to Chris Bodger, Department of Health and Human Services, phone (03) 6293 1143, mobile 0428336321, email [christine.bodger@dhhs.tas.gov.au](mailto:christine.bodger@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## SOUTHERN TASMANIA AREA HEALTH SERVICE

*Royal Hobart Hospital***Administrative Assistant (513627).**

Applications Close:—Friday, 26 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 worker, 45.6 hours per fortnight.

Location:—Royal Hobart Hospital.

Duties:—Provide a high level of administrative, clerical and secretarial support to assist in the efficient and effective operation of Continuing Care at the Royal Hobart Hospital.

Desirable Requirements:—Demonstrated knowledge of and experience in contemporary office management practices. Sound interpersonal, written and verbal communication skills. Demonstrated ability to utilise computer based equipment, applications and software including office equipment.

Enquiries to Maree Cleary, Department of Health and Human Services, phone (03) 6222 8214, email [maree.cleary@dhhs.tas.gov.au](mailto:maree.cleary@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## SOUTHERN TASMANIA AREA HEALTH SERVICE

*Royal Hobart Hospital***Customer Service Officer (Relief) (508147).**

Applications Close:—Friday, 26 November 2010.

Salary:—\$42,877 – \$46,722 pro rata.

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

Fixed-term casual working as and when required commencing as soon as possible until 15 April 2011.

Location:—Royal Hobart Hospital.

Duties:—In a multi skilled environment, provide internal and external clients with a professional and efficient service, including switchboard, online directory and general reception duties for patients, visitors and staff of the hospital. Working both individually and as part of a team to ensure customer expectations are met or exceeded on every occasion by providing a professional, efficient and quality contact centre service to internal staff and members of the public.

Desirable Requirements:—A thorough knowledge or demonstrated capacity to gain that knowledge of the operations of a large intelligent network and attendant console.

Sound knowledge of, or ability to acquire the knowledge of the communication Network and support services provided by TASINET.

Demonstrated capacity to communicate effectively at all levels and to handle sensitive situations with diplomacy and confidentiality with enquiries from external and internal clients.

Enquiries to Lee Dunn, Department of Health and Human Services, Royal Hobart Hospital, phone (03) 6222 7999, fax (03) 6222 8970, email [lee.dunn@dhhs.tas.gov.au](mailto:lee.dunn@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

## SOUTHERN TASMANIA AREA HEALTH SERVICE

*Royal Hobart Hospital***Enrolled Nurse (517640).**

Applications Close:—Friday, 26 November 2010.

Salary:—\$47,703 – \$50,454 pro rata.

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

Permanent part-time shiftwork working 64 hours per fortnight.

Location:—General Surgery, Royal Hobart Hospital.

Duties:—In accordance with Agency policies and legal requirements, the Enrolled Nurse delivers direct patient/client care of a prescribed recurrent nature under the supervision of a Registered Nurse.

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

Enquiries to Annette Goulding, Department of Health and Human Services, phone (03) 6222 8481, email [annette.goulding@dhhs.tas.gov.au](mailto:annette.goulding@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

## SOUTHERN TASMANIA AREA HEALTH SERVICE

*Royal Hobart Hospital***Infection Control Officer (510271).**

Applications Close:—Friday, 26 November 2010.

Salary:—\$38,264 – \$42,315 p.a.

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

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

Location:—Royal Hobart Hospital.

Duties:—Under the general supervision of the Infection Control Unit provide a specialised infection control cleaning service to the Royal Hobart Hospital.

Desirable Requirements:—Possession of Certificate III in Asset Maintenance (Cleaning Operations), together with a sound knowledge and understanding of contemporary cleaning practices, including an understanding of practices relating to infection control cleaning and the type of isolation/ precautions required.

Ability to work with minimal supervision with well developed organisational skills and ability to exercise a high level of initiative, judgement, confidentiality and discretion.

Effective communication and interpersonal skills with the ability to work and function effectively in a team environment and to deal sensitively with patient requirements.

Enquiries to Tony Barrett, Department of Health and Human Services, phone (03) 6222 8211, fax (03) 6222 7832, email [anthony.barrett@dhhs.tas.gov.au](mailto:anthony.barrett@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### *Royal Hobart Hospital*

#### **Manager Outpatients Appointments (507753).**

Applications Close:—Friday, 26 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 worker, working 76 hours per fortnight.

Location:—Royal Hobart Hospital.

Duties:—Manage the clerical administration of Royal Hobart Hospital outpatient bookings and data collection ensuring the provision of efficient and effective clerical service in support of outpatient services.

Desirable Requirements:—Proven management skills in human and physical resources including the ability to motivate and lead others and be able to monitor the quality effectiveness and efficiency of service delivery.

Sound knowledge of the relevant national and state legislation and the standards governing the management of patient information with direct medical records experience an advantage.

High level communication skills, with effective presentation skills and a demonstrated ability to function in a multidisciplinary environment with a customer focus.

Enquiries to Mark Upton, Department of Health and Human Services, Royal Hobart Hospital, phone (03) 6222 8687, fax (03) 6222 6844, mobile 0417 578 122, email [mark.upton@dhhs.tas.gov.au](mailto:mark.upton@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### *Royal Hobart Hospital*

#### **Registered Nurse (518528).**

Applications Close:—Friday, 26 November 2010.

Salary:—\$49,012 – \$64,842 pro rata.

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

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

Location:—Royal Hobart Hospital.

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

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

Enquiries to Nicole West, Department of Health and Human Services, phone (03) 6222 7007, email [nicole.west@dhhs.tas.gov.au](mailto:nicole.west@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*

#### **Safety and Quality Consultant (515860).**

Applications Close:—Friday, 26 November 2010.

Salary:—\$74,477 – \$79,725 p.a.

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

Fixed-term full-time day work, commencing as soon as possible until 6 January 2012.

Location:—Safety and Quality Unit, Royal Hobart Hospital.

Duties:—The successful applicant will be required to manage the electronic incident management system and monitor outcomes of serious incidents in accordance with Royal Hobart Hospital and legislative policy and procedures. Additionally the successful applicant will be required to demonstrate leadership skills in the promotion of clinical quality and safety initiatives and provide specialist advice and support for the benchmarking of practice standards and patient outcomes for all clinical units.

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

Enquiries to Shirleen Wickham, Department of Health and Human Services, phone (03) 6222 7564, email [shirleen.wickham@dhhs.tas.gov.au](mailto:shirleen.wickham@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

### STATEWIDE AND MENTAL HEALTH SERVICES

#### *Health and Wellbeing Services*

#### *Oral Health Services*

#### **Finance Officer (Debt Recovery) (519773).**

Applications Close:—Friday, 26 November 2010.

Salary:—\$48,439 – \$52,727 p.a.

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

Fixed-term full-time day work, commencing 1 January 2011 until 31 December 2011.

Location:—Oral Health Services Tasmania South.

Duties:—The Finance Officer holds responsibility for undertaking direct liaison and follow up with debtors to assist Oral Health Services Tasmania (OHST) with reducing outstanding debt in accordance with relevant legislation and Departmental policies and procedures. This position also holds

responsibility for receipting Centrepay, BPay and Service Tasmania accounts receivable on the Oral Health Services Tasmania client data base (Titanium).

**Desirable Requirements:**—A comprehensive understanding or ability to quickly gain a good understanding of Departmental policies and procedures relating to debt recovery, including accounts receivable processes. Demonstrated knowledge and experience relating to the management of client debtors with a focus on debt recovery. Well developed interpersonal, communication, negotiation and conflict resolution skills including the ability to communicate effectively and with empathy with a diverse client group and with other staff and business organisations.

Enquiries to Cheryl Willis, Department of Health and Human Services, phone (03) 6214 5423, email [cheryl.willis@dhhs.tas.gov.au](mailto:cheryl.willis@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### STATEWIDE AND MENTAL HEALTH SERVICES

#### *Mental Health Services North*

#### **CAT Clinician (Allied Health Professional) (519546).**

Applications Close:—Friday, 17 December 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 shift work.

Location:—Mental Health Services North.

**Duties:**—The role of the Crisis, Assessment and Treatment (CAT) Clinician, within the Crisis Assessment and Treatment (CAT) service, is to provide specialist mental health services according to the CAT Model of Care within a community setting. Triage and treatment in the emergency department of patients who present with mental health problems covering all age groups to include child and adolescent, adult and older person. The position requires short term comprehensive recovery-focused clinical services including triage, crisis response, assessment, short term treatment and assertive case-management to support clients, carers, families, general practitioners, government and non-government agencies, supporting and managing Mental Health clients across the community setting.

**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.

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

Enquiries to Raelene Tabor, Department of Health and Human Services, phone (03) 6336 2185, email [raelene.tabor@dhhs.tas.gov.au](mailto:raelene.tabor@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### STATEWIDE AND MENTAL HEALTH SERVICES

#### *Mental Health Services North*

#### **Clinical Director, Mental Health Services North (518639).**

Applications Close:—Friday, 3 December 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 day work (with oncall).

Location:—Mental Health Services North.

**Duties:**—The position of Clinical Director, Mental Health Services North, is an exciting opportunity to undertake a clinical leadership role within a progressive mental health service. The occupant of this position provides high level advice and support to the State-wide Clinical Director and works in partnership with the Area Manager to optimise service delivery across inpatient, community and specialist (Adult, Older Persons and Child and Adolescent) mental health settings. The role extends to developing and co-ordinating an integrated service in Northern Tasmania, as well as providing leadership and support to Mental Health Service personnel.

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

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

Enquiries to Susan Crave, Department of Health and Human Services, phone (03) 6336 2123, email [susan.crave@dhhs.tas.gov.au](mailto:susan.crave@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### STATEWIDE AND MENTAL HEALTH SERVICES

#### *Mental Health Services North*

#### **Community Mental Health Nurse (CAT)—5 Vacancies.**

Applications Close:—Friday, 17 December 2010.

Salary:—\$58,055 – \$69,363 p.a.

Nurses (TPS) Award, Community FCH Nurse.

Vacancy No. 519274.

Permanent full-time shift work (fully rotational).

Location:—Mental Health Services North.



**Vacancy No. 519274.**

Permanent full-time shift work (fully rotational).  
Location:—Mental Health Services North.

**Vacancy No. 519544.**

Permanent full-time shift work (fully rotational).  
Location:—Mental Health Services North.

**Vacancy No. 519544.**

Permanent full-time shift work (fully rotational).  
Location:—Mental Health Services North.

**Vacancy No. 519545.**

Fixed-term casual shift work (fully rotational) as and when required for a period of 2 years.  
Location:—Mental Health Services North.

**Duties:**—The role of the Community Mental Health Nurse with the Crisis Assessment and Treatment (CAT) service is to provide specialist mental health services according to the CAT Model of Care within a community setting. Triage and treatment in the emergency department of patients who present with mental health problems covering all age groups to include child and adolescent, adult and older persons. The position requires short term comprehensive recovery-focused clinical services including triage, crisis response, assessment, short term treatment and assertive case-management to support clients, carers, families, general practitioners, government and non-government agencies, supporting and managing Mental Health clients across the community setting.

**Essential Requirements:**—Registered with the Nursing and Midwifery Board of Australia and possesses specialist tertiary graduate or postgraduate mental health/psychiatric nursing qualification; or completed, prior to the transfer of nurse education to the tertiary sector, a hospital based training program that resulted in previous registration as a psychiatric nurse by the relevant nurse registration authority within Australia, New Zealand or the United Kingdom.

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

Enquiries to Raelene Tabor, Department of Health and Human Services, phone (03) 6336 2185, email raelene.tabor@dhhs.tas.gov.au.

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

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**HEALTH AND HUMAN SERVICES****STATEWIDE AND MENTAL HEALTH SERVICES***Mental Health Services North West****Clozapine Clinic Co-ordinator (515901).***

Applications Close:—Friday, 26 November 2010.

Salary:—\$58,055 – \$69,363 p.a.

Nurses (TPS) Award, Community FCH Nurse.

Permanent full-time day work.

Location:—Mental Health Services North West.

**Duties:**—This position collaborates with case managers and administrative staff to formulate and implement quality improvement activities consistent with best practice and

consumer-focused outcomes and supports the Team Leader, Clinical Nurse Specialists, Clinical Co-ordinators and members of the multidisciplinary team approach to implement policies and procedures consistent with the Adult Community Mental Health Service (ACMHS) Model of Care. The successful applicant is required to ensure the effective delivery of care to clients of the Burnie and Devonport out-patient clinics through effective collaboration and consultation with clients, case managers, family/carers and treating doctors and provide effective liaison and communication between the ACMHS NW Clozapine Service, Clozapine Services Southern and Northern Regions, Clozaril Patient Monitoring System (CPMS), Clozapine Connect and other intrastate and interstate Clozapine centre co-ordinators.

**Essential Requirements:**—Registered with the Nursing and Midwifery Board of Australia and possesses specialist tertiary graduate or postgraduate mental health/psychiatric nursing qualification; or completed, prior to the transfer of nurse education to the tertiary sector, a hospital based training program that resulted in previous registration as a psychiatric nurse by the relevant nurse registration authority within Australia, New Zealand or the United Kingdom.

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

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

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

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**HEALTH AND HUMAN SERVICES****STATEWIDE AND MENTAL HEALTH SERVICES***Mental Health Services South****Community Mental Health Nurse (514818).***

Applications Close:—Friday, 26 November 2010.

Salary:—\$58,055 – \$69,363 p.a.

Nurses (TPS) Award, Community FCH Nurse.

Permanent full-time day work.

Location:—Mental Health Services South.

**Duties:**—As part of a multi-disciplinary team delivering high quality mental health services the Community Mental Health Nurse provides a specialist mental health service within the community setting for a designated client group, utilising evidence based practices and recovery principles. You will be required to work within a multi-disciplinary team to deliver co-ordinated assertive case management including triage, crisis, intake and assessment and the development and implementation of individual service plans for designated clients.

**Essential Requirements:**—Registered with the Nursing and Midwifery Board of Australia and possesses specialist tertiary graduate or postgraduate mental health/psychiatric nursing qualification; or completed, prior to the transfer of nurse education to the tertiary sector, a hospital based training program that resulted in previous registration as a psychiatric nurse by the relevant nurse registration authority within Australia, New Zealand or the United Kingdom.

Current Drivers Licence.

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

Enquiries to Ainslee Allan, Department of Health and Human Services, phone (03) 6233 6011, email [ainslee.allan@dhhs.tas.gov.au](mailto:ainslee.allan@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

### CORPORATE SERVICES DIVISION

#### *Corporate Affairs*

#### **Website Co-ordinator (371295).**

Applications Close:—Friday, 26 November 2010.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Hobart.

Duties:—Update, develop and maintain websites through the use of the Agency Content Management System (CMS). Prepare information for presentation on the Department's web sites, including preparation of text and graphics to ensure that there is a logical flow and structure to information. Research and advise on trends in web-page design and emerging best practice, including evaluation and improvement of delivery technologies while ensuring adherence to Tasmanian Government Internal Publishing Standards. Link existing and proposed Website pages to other sites and establish reciprocal arrangements. Liaise with functional areas of the Department on website content and revisions advising on policy and standards responding to needs strategically. Deliver communication and marketing services for the Agency using a range of applications. This includes the production of publications, pamphlets, posters, newsletters and other print media tasks. Deliver training to web publishing resources within the Agency and provide ongoing support and assistance.

Assist in developing and implementing the Department's communication and marketing strategies to improve customer service and internal and external communications.

Desirable Requirements:—Relevant tertiary qualification or work experience in a relevant field.

Enquiries to Simon Hiscock, Senior Communication Consultant, Department of Infrastructure, Energy and Resources, 10 Murray Street, phone 6233 7772, email [Simon.Hiscock@dier.tas.gov.au](mailto:Simon.Hiscock@dier.tas.gov.au).

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](mailto:recruitment@dier.tas.gov.au).

## JUSTICE

### CONSUMER AFFAIRS AND FAIR TRADING

#### **Assistant Director (356308).**

Applications Close:—Friday, 26 November 2010.

Salary:—\$93,755 – \$100,987 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:—Manage the day to day activities of the Compliance and Enforcement Branch including the functions of the Residential Tenancy Commissioner. Manage and report on multiple complex projects ensuring that project deadlines and standards are met. Develop high level policy advice to Government on relevant state and national issues and prepare associated reports, submissions, correspondence and briefings.

Desirable Requirements:—Relevant tertiary qualifications.

Enquiries to Chris Batt, Director Consumer Affairs and Fair Trading, Department of Justice, phone (03) 6233 4555, email [chris.batt@justice.tas.gov.au](mailto: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](mailto:applications@justice.tas.gov.au).

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

### MAGISTRATES COURT

#### *North West*

#### **Administrative Assistant (355043).**

Applications Close:—Friday, 26 November 2010.

Salary:—\$43,406 – \$47,341 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term full-time 73.5 hours per fortnight until 17 November 2011.

Location:—Burnie.

Duties:—Provide secretarial assistance to the Magistracy and Manger, including the preparation of confidential material. Undertake administrative and clerical functions associated with the day to day operations of the Magisterial Chambers, including assisting the Court Clerks with listing arrangements. Maintain the Magistrate's law library materials in conjunction with the Andrew Inglis Clark Law Library.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction checks in the following; Arson and fire setting; Violent crimes and crimes against the person; Sex-related offences; Drug and alcohol related offences; Crimes involving dishonesty; Crimes involving deception; Making false declarations; Malicious damage and destruction to property; Serious traffic offences;

Crimes against public order or relating to the Administration of Law and Justice; Crimes against Executive or the Legislative Power; Crimes involving Conspiracy. Disciplinary action in previous employment check. Identification check.

Enquiries to Natalie Luttrell, Manager Burnie, Magistrates Court, Department of Justice, phone (03) 6434 6340, email [natalie.luttrell@justice.tas.gov.au](mailto:natalie.luttrell@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](mailto:applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Natalie Luttrell on (03) 6434 6340.

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## JUSTICE

### MAGISTRATES COURT

#### *North West*

#### **Clerk (350240).**

Applications Close:—Friday, 26 November 2010.

Salary:—\$43,406 – \$47,341 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time 73.5 hours per fortnight for a period of 12 months.

Location:—Burnie.

Duties:—Check and file Magistrates Court (Civil Division) documents. Record process correspondence, orders etc on Civil Information Management System (CIMS) or its replacement system (CRMS, Resolve). Prepare correspondence to solititors, parties to proceedings, and bailiffs. Operation of cash receipting, witness expenses, accounts payable, issue of invoices and accounts receivable using Finance One system.

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 checks in the following; Arson and fire setting; Violent crimes and crimes against the person; Sex-related offences; Drug and alcohol related offences; Crimes involving dishonesty; Crimes involving deception; Making false declarations; Malicious damage and destruction to property; Serious traffic offences; Crimes against public order or relating to the Administration of Law and Justice; Crimes against Executive or the Legislative Power; Crimes involving Conspiracy. Disciplinary action in previous employment check. Identification check.

Enquiries to Natalie Luttrell, Manager Burnie, Magistrates Court, Department of Justice, phone (03) 6434 6340, email [natalie.luttrell@justice.tas.gov.au](mailto:natalie.luttrell@justice.tas.gov.au).

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Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Natalie Luttrell on (03) 6434 6340.

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

## PORT ARTHUR HISTORIC SITE MANAGEMENT AUTHORITY

### TOURISM OPERATIONS

#### ***Courtesy Vehicle Driver (CVD11/10).***

Applications Close:—Monday, 29 November 2010.

Salary:—\$54,258 – \$59,176 p.a.

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

Permanent part-time.

Location:—Port Arthur.

As a Courtesy Vehicle Driver, deliver the highest level of customer service to visitors to the Port Arthur Historic Site and to provide information regarding site activities, features and facilities. The incumbent is required to maintain the courtesy vehicles.

Essential Requirements:—The following must be presented prior to commencement in this role:—Current Driver's Licence.

Desirable Requirements:—Certificate III in Tourism (Guiding or Visitor Information Services).

Enquiries to Maria Stacey, Visitor Services Manager, Port Arthur Historic Site Management Authority, Port Arthur Tas 7182, phone (03) 6251 2313, fax (03) 6251 2311, mobile 0409 502 004, email [maria.stacey@portarthur.org.au](mailto:maria.stacey@portarthur.org.au).

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

## PORT ARTHUR HISTORIC SITE MANAGEMENT AUTHORITY

### TOURISM OPERATIONS

#### ***Ghost Tour Administrator (HGTA11/10).***

Applications Close:—Monday, 29 November 2010.

Salary:—\$54,258 – \$59,176 p.a.

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

Permanent part-time.

Location:—Port Arthur.

Duties:—To assist the Guiding Manager with the efficient and effective delivery of Ghost Tour services at the Port Arthur Historic Site ensuring that visitors receive the highest standard of customer service.

Essential Requirements:—Current Driver's Licence.

Desirable Requirements:—Certificate III in Tourism (Guiding) or (Visitor Information Services).

Workplace 2 First Aid Certificate.

Enquiries to Jake Bradshaw, Manager Guiding, Port Arthur Historic Site Management Authority, Port Arthur Tas 7182, phone (03) 6251 2342, fax (03) 6251 2323, email [jake.bradshaw@portarthur.org.au](mailto:jake.bradshaw@portarthur.org.au).

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

#### PREMIER AND CABINET

##### COMMUNITY DEVELOPMENT DIVISION

###### *Multicultural Tasmania*

###### **Policy Analyst (001595).**

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:—Manage projects and programs to achieve the Government's strategic objectives in relation to multicultural affairs. Undertake policy research, analysis, development and implementation; and provide broad based authoritative advice from a government-wide perspective on issues that has an impact on Tasmania's culturally and linguistically diverse community.

Desirable Requirements:—Tertiary qualifications or experience to an equivalent level in research and analysis.

Enquiries to Wanda Buza, Acting Manager Multicultural Tasmania, Department of Premier and Cabinet, phone (03) 6232 7098, email [wanda.buza@dpac.tas.gov.au](mailto:wanda.buza@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, fax (03) 6233 5685, email [job.application@dpac.tas.gov.au](mailto:job.application@dpac.tas.gov.au).

#### PREMIER AND CABINET

##### GOVERNMENT INFORMATION AND SERVICES DIVISION

###### *Service Tasmania Unit*

###### **Project Support and Administration Officer (001386).**

Applications Close:—Friday, 26 November 2010.

Salary:—\$49,097 – \$53,441 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—Hobart.

Duties:—Provide assistance with the planning and implementation of projects within Service Tasmania. Provide high level administrative support for the Unit, including financial reporting, system support, records management and responding to enquiries from the public.

Enquiries to Georgia McNamara, Project Officer, Service Tasmania Unit, Department of Premier and Cabinet, phone (03) 6232 7145, email [Georgia.McNamara@dpac.tas.gov.au](mailto:Georgia.McNamara@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](mailto:job.application@dpac.tas.gov.au).

#### PREMIER AND CABINET

##### POLICY DIVISION

###### **Graduate Research Officer (001505).**

Applications Close:—Friday, 26 November 2010.

Salary:—\$49,097 – \$59,113 p.a.

Tasmanian State Service Award, Graduate.

Fixed-term full-time 2 years.

Location:—Hobart.

Duties:—Assist in the research, analysis and development of policy issues across government. This work will involve problem solving, analysis of complex issues, investigation and research into policy issues and liaison with line agencies and other stakeholders on the broad range of policy issues.

Desirable Requirements:—A degree or tertiary qualification in a relevant discipline.

Enquiries to Terese Smith, Senior Policy Analyst, Department of Premier and Cabinet, phone (03) 62327183, email [terese.smith@dpac.tas.gov.au](mailto:terese.smith@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) 62705451, fax (03) 62335685, email [job.application@dpac.tas.gov.au](mailto:job.application@dpac.tas.gov.au).

#### PREMIER AND CABINET

##### POLICY DIVISION

###### **Graduate Research Officer (000818).**

Applications Close:—Friday, 26 November 2010.

Salary:—\$49,097 – \$59,113 p.a.

Tasmanian State Service Award, Graduate.

Fixed-term full-time 2 years.

Location:—Hobart.

Duties:—Assist in the research, analysis and development of policy issues across government. This work will involve problem solving, analysis of complex issues, investigation and research into policy issues and liaison with line agencies and other stakeholders on the broad range of policy issues.

Essential Requirements:—A degree or tertiary qualification in a relevant discipline.

Enquiries to Terese Smith, Senior Policy Analyst, Department of Premier and Cabinet, phone (03) 62327183, email [terese.smith@dpac.tas.gov.au](mailto:terese.smith@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) 62705451, fax (03) 62335685, email [job.application@dpac.tas.gov.au](mailto:job.application@dpac.tas.gov.au).

#### PREMIER AND CABINET

##### SECRETARIAT, ELECTRICITY INDUSTRY EXPERT PANEL

###### **Analyst (001758).**

Applications Close:—Friday, 26 November 2010.

Salary:—\$66,073 – \$69,098 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Fixed-term full-time 12 Months.

Location:—Hobart.

Duties:—Undertake research and analysis and develop advice and recommendations in relation to the Panel's Terms

of Reference. Provide support to the Assistant Director in undertaking assigned project work that contributes toward the achievement of the Panel's Terms of Reference.

Desirable Requirements:—Tertiary qualifications or demonstration of an equivalent level of skills.

Enquiries to Adrian Christian, Director, Department of Premier and Cabinet, phone (03) 62327107, email [Adrian.Christian@dpac.tas.gov.au](mailto:Adrian.Christian@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) 62705451, fax (03) 62335685, email [job.application@dpac.tas.gov.au](mailto:job.application@dpac.tas.gov.au).

#### PREMIER AND CABINET

##### SECRETARIAT, ELECTRICITY INDUSTRY EXPERT PANEL

#### **Executive Officer (001759).**

Applications Close:—Friday, 26 November 2010.

Salary:—\$49,097 – \$53,441 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term full-time 12 Months.

Location:—Hobart.

Duties:—Provide assistance with the planning and implementation of the work program of the Secretariat in supporting the Panel achieve its Terms of Reference. Provide administrative support for the Secretariat, including financial reporting, records management and responding to enquiries from the public.

Enquiries to Adrian Christian, Director, Department of Premier and Cabinet, phone (07) 62327107, email [Adrian.Christian@dpac.tas.gov.au](mailto:Adrian.Christian@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) 62705451, fax (03) 62335685, email [job.application@dpac.tas.gov.au](mailto:job.application@dpac.tas.gov.au).

#### PREMIER AND CABINET

##### SECRETARIAT, ELECTRICITY INDUSTRY EXPERT PANEL

#### **Principal Analyst (001760).**

Applications Close:—Friday, 26 November 2010.

Salary:—\$83,867 – \$91,369 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Fixed-term full-time 12 Months.

Location:—Hobart.

Duties:—Manage, co-ordinate and undertake major project research and analysis to develop advice and recommendations in relation to the Panel's Terms of Reference.

Desirable Requirements:—Tertiary qualifications.

Enquiries to Adrian Christian, Director, Department of Premier and Cabinet, phone (03) 62327107, email [Adrian.Christian@dpac.tas.gov.au](mailto:Adrian.Christian@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) 62705451, fax (03) 62335685, email [job.application@dpac.tas.gov.au](mailto:job.application@dpac.tas.gov.au).

#### PREMIER AND CABINET

##### SECRETARIAT, ELECTRICITY INDUSTRY EXPERT PANEL

#### **Senior Analyst (001757).**

Applications Close:—Friday, 26 November 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time 12 Months.

Location:—Hobart.

Duties:—Undertake major project research and analysis to develop advice and recommendations in relation to the Panel's Terms of Reference.

Desirable Requirements:—Tertiary qualifications.

Enquiries to Adrian Christian, Director, Department of Premier and Cabinet, phone (03) 62327107, email [Adrian.Christian@dpac.tas.gov.au](mailto:Adrian.Christian@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) 62705451, fax (03) 62335685, email [job.application@dpac.tas.gov.au](mailto:job.application@dpac.tas.gov.au).

#### PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

##### CORPORATE SERVICES

##### *Finance*

#### **Supervisor, Financial Operations (701635).**

Applications Close:—Friday, 26 November 2010.

Salary:—\$66,073 – \$69,098 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time.

Location:—Hobart.

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

Duties:—Manage the delivery of key centralised transaction processing functions through the supervision and development of staff in the Financial Operations Section of the Finance Branch.

Enquiries to Adrian Pearce, phone (03) 6233 3244, email [adrian.pearce@dpiw.tas.gov.au](mailto:adrian.pearce@dpiw.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@dpiw.tas.gov.au](mailto:job.applications@dpiw.tas.gov.au).

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

At DPIW, 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

##### *Business Services*

#### **Commercial Visitor Services Officer (706448).**

Applications Close:—Friday, 26 November 2010.

Salary:—\$49,097 – \$53,441 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term full-time for 12 months.

Location:—Hobart.

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

Duties:—Provide administrative and licensing support to the Manager Visitor Services to ensure timely and professional delivery of outputs.

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

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

Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6233 3903, fax (03) 6233 3682, email job.applications@dpiw.tas.gov.au.

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

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

## PUBLIC TRUSTEE

### ADMINISTRATION

#### **Administrative Assistant (790219).**

Applications Close:—Friday, 26 November 2010.

Salary:—\$43,406 – \$47,341 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time.

Location:—Hobart.

Duties:—As the first point of contact for the Public Trustee the Administrative Assistant provides a professional reception service to both telephone and face to face clients. This position also provides word processing and routine clerical services to support the management of estates and trusts, and contributes to the achievement of team objectives.

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

Desirable Requirements:—The applicant selected for this position will have the ability to use technology, particularly excellent keyboard skills, effective oral and written communication skills and appropriate clerical experience and/or skills. He/she may have a general knowledge of basic estate and trust management procedures, practices and regulations or the ability to quickly acquire such knowledge. He/she will have the ability to work effectively in a team environment, possess effective self management skills and a demonstrated capacity to behave in accordance with the Public Trustee's values of Respect, Service and Integrity.

Additional Text:—Applicants are encouraged to obtain further information about the advertised vacancy and submit applications addressing the criteria contained in the statement of duties. The statement of duties may be downloaded from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website.

Enquiries to Jenny Swan, Tas Team Co-ordinator, Public Trustee, G.P.O. Box 1565, Hobart, Tas 7001, phone 6233 7050, email jswan@publictrustee.tas.gov.au.

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

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

## TREASURY AND FINANCE

### REVENUE, GAMING AND LICENSING DIVISION

#### *Liquor and Gaming Branch*

#### **Principal Compliance Officer (724173).**

Applications Close:—Friday, 3 December 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

Duties:—This position is responsible for providing high level advice and reports on the regulation and administration of terrestrial and internet wagering. In doing so, the holder of this position is required to develop and maintain effective processes to approve and monitor the operation of wagering (under delegation); to prepare correspondence and submissions on wagering issues and (with guidance from the Director) to represent the Branch and the Tasmanian Gaming Commission from time to time at various forums.

In the context of the selection criteria, to be successful in the position applicants will have:—very strong analytical skills, with experience in providing policy advice in an operational setting; very good communication and negotiation skills, with an ability to liaise effectively with both internal and external stakeholders and the ability to achieve high standards of quality and improved business efficiencies.

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

Enquiries to Leon Atkinson-MacEwen, Director, Liquor and Gaming Branch, Department of Treasury and Finance, phone (03) 6233 3266, email [leon.atkinson-macewen@treasury.tas.gov.au](mailto:leon.atkinson-macewen@treasury.tas.gov.au).

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

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

## Tasmanian Government Senior Executive Service

### HEALTH AND HUMAN SERVICES

#### CARE REFORM

#### *Acute Services Reform*

#### **Director, Acute Services Reform (517409).**

Applications Close:—Friday, 3 December 2010.

Salary:—\$143,628 p.a.

Senior Executive, Level 2.

Senior Executive Fixed Term, full-time, day work for up to 5 years.

Location:—Hobart.

Duties:—The Director, Acute Services Reform is a senior manager whose primary objectives are to provide strategic leadership and direction in the development and enhancement of acute health services across the State, with particular reference to; the provision of elective surgery services in Tasmania's public hospitals; the development and improvement of emergency care within public emergency departments state-wide, particularly by supporting the development and ongoing operation of Tasmania's Emergency Care Network and emerging areas of acute care requiring reform.

Desirable Requirements:—Demonstrated high level management skills including a proven ability to: manage financial, human and physical resources; to monitor effectiveness constructively as a member of a management team. Demonstrated high level strategic planning, visioning, conceptualising, analytical and creative skills including demonstrated ability to understand the political, social and organisational environment, to identify relevant issues and to make sound judgements about strategies, directions and priorities. Demonstrated high level communication, negotiation and conflict resolution skills including demonstrated ability to liaise and negotiate complex and sensitive issues effectively.

Enquiries to Alice Burchill, Department of Health and Human Services, phone (03) 62332882, email [alice.burchill@dhhs.tas.gov.au](mailto:alice.burchill@dhhs.tas.gov.au).

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

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

## Staff Movements

### *Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Justice	M. Clark	Senior Inspector	15.11.10
Primary Industries, Parks, Water & Environment	L. Hutchinson	Field Officer	25.11.10
Primary Industries, Parks, Water & Environment	R. Stanford	Field Officer (Building Works Supervisor)	11.11.10
Primary Industries, Parks, Water & Environment	S. Hepworth	Manager (Compliance & Operations)	11.11.10
Primary Industries, Parks, Water & Environment	M. Nash	Historic Heritage Section Leader	10.11.10
Primary Industries, Parks, Water & Environment	A. Roberts	Director Commercial and Business Services	16.11.10

### *Resignation of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Support Worker	M. Davey	22.10.10
Health & Human Services	Domestic Services Officer	D. Hendriks	05.11.10
Health & Human Services	Senior Dietitian	J. Plantinga	10.11.10
Health & Human Services	Enrolled Nurse	G. Lodge	07.11.10
Health & Human Services	Registered Nurse, ICU	K. Ogilvy	06.11.10
Primary Industries, Parks, Water & Environment	Fire-fighter	C. Cleaver	12.11.10
Port Arthur Historic Site Management Authority	Guide	L. Smith	08.11.10

### *Transfer of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	A. Hutchinson	Health & Human Services	Executive Assistant	19.11.10
Health & Human Services	A. Morse	Tasmanian Polytechnic	Area Services Coordinator	11.11.10

*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	Cooordinator Industry Development	L. Schibig-Edgar	6 months	02.12.10
Economic Development, Tourism & the Arts	Communications and Marketing Manager	C. Attfield	6 months	08.11.10
Health & Human Services	Home Help	M. Glover	6 months	15.11.10
Health & Human Services	Occupational Therapist	L. Powell	6 Months	16.11.10
Health & Human Services	Social Worker	M. Taylor	6 Months	01.12.10
Health & Human Services	Registered Nurse	A. Ballan	6 months	15.11.10
Health & Human Services	Hospital Assistant	P. Marriott	6 months	16.11.10
Health & Human Services	Process Management Analyst	G. Ridler	6 months	15.11.10
Health & Human Services	Senior Occupational Therapist	M. Gullan	6 Months	16.11.10
Health & Human Services	Pharmacy Stores Technician	C. Davis	6 months	16.10.10
Health & Human Services	Principal Officer Legislation	B. Paterson	6 months	22.11.10
Health & Human Services	Physiotherapist - Paediatric Continence	C. Andrews	6 Months	15.11.10
Health & Human Services	Clinical Psychologist	H. Pryer	6 months	08.11.10
Health & Human Services	Registered Nurse	L. Belik	6 Months	15.11.10
Health & Human Services	Recruitment Liaison Officer (NWAHS)	G. Harvey	6 months	15.11.10
Health & Human Services	Senior Occupational Therapist	K. Brennan	6 Months	03.11.10
Health & Human Services	Customer Service Officer	M. Dickens	6 Months	08.11.10
Health & Human Services	Occupational Therapist	M. Steele	6 Months	16.11.10
Health & Human Services	Infant Hearing Screener	S. Williams	6 Months	03.08.10
Infrastructure, Energy & Resources	School Crossing Patrol Officer	T. Nicholls	6 months	21.10.10
Infrastructure, Energy & Resources	School Crossing Patrol Officer	R. Casagrande	6 months	15.11.10
Infrastructure, Energy & Resources	School Crossing Patrol Officer	J. Wynwood	6 months	11.11.10
Primary Industries, Parks, Water & Environment	Administrative Assistant (Water Licences and Dam Permits)	J. Brown	N/A	11.11.10
Primary Industries, Parks, Water & Environment	Veterinary Officer, Disease Control and Surveillance	S. Martin	6 months	15.11.10
Primary Industries, Parks, Water & Environment	Administrative Assistant (Water Licence and Dam Permits)	P. Kerr	N/A	11.11.10
Primary Industries, Parks, Water & Environment	Veterinary Officer, Disease Control and Surveillance	R. Bell	6 months	15.11.10
Primary Industries, Parks, Water & Environment	Asset Maintenance Coordinator	D. Heazlewood	3 months	19.11.10
Treasury & Finance	Senior Revenue Officer	D. Bottom	6 months	22.11.10

*Fixed-term Appointments of Greater than 12 Months*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Term</i>	<i>Date of Effect</i>
Primary Industries, Parks, Water & Environment	Visitor Reception Officer	N. Hashimoto	2 years	09.11.10
Primary Industries, Parks, Water & Environment	Visitor Reception Officer	F. Garbe	2 years	16.11.10

*Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Police & Emergency Management	Regional Manager	G. Marsh	26.11.10

*Termination of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	Graduate Project Officer	A. Wright	05.11.10

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