



# 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.

# Thinking about **change?**

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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**

## Tasmanian Government Gazette & Tasmanian State Service Notices

*Publication and copy closure dates*

### Christmas 2010

**COPY for the *Tasmanian Government Gazette* and *Tasmanian State Service Notices* to be published on Wednesday 22 December 2010:—**

Copy for the General Gazette must be received by 12 noon on Friday 17 December 2010.

**COPY for the *Tasmanian Government Gazette* to be published on Wednesday 29 December 2010:—**

Copy for the General Gazette must be received by 12 noon on Tuesday 21 December 2010.

**Note: There will be no State Service section on this date.**

**COPY for the *Tasmanian Government Gazette* and *Tasmanian State Service Notices* to be published on Wednesday 5 January 2011:—**

Copy for the General Gazette must be received by 4pm on Friday 31 December 2010.

## ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

### CORPORATE SUPPORT DIVISION

#### Finance

### **Budget/Finance Analyst (425106).**

Applications Close:—Wednesday, 8 December 2010.

Salary:—\$66,073 – \$69,098 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time.

Location:—Hobart.

Duties:—As a member of the Finance Unit, liaise with internal and external stakeholders in regard to the provision of information required to support budget management, financial reporting and decision making processes.

Desirable Requirements:—Relevant tertiary qualifications in business, accounting or other appropriate discipline. Relevant experience in a government environment or familiarity with government processes and protocols. Current Drivers licence.

Enquiries to Glen Dean, Acting Finance Director, Department of Economic Development, Tourism and the Arts, phone (03) 6233 5819, email *glen.dean@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*.

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

### **Graduate Program for People with Disabilities, Graduate Project Officer (Research) (425206).**

Applications Close:—Friday, 10 December 2010.

Salary:—\$49,097 – \$59,113 p.a.

Tasmanian State Service Award, Graduate.

Fixed-term full-time for 24 months.

Location:—Hobart.

Duties:—Undertake research, analysis and interpretation of information, and subsequent preparation of reports, proposals and recommendations.

Assist with the development, co-ordination, implementation and monitoring of projects, initiatives, policies and programs for the division of Culture, Recreation and Sport and in particular for the offices of both the Deputy Secretary and the Cultural Development Unit.

Provide high-level project and administrative support to the Deputy Secretary Culture, Recreation and Sport; the Director Cultural Development and other senior staff of the division as required.

Prepare and present information/findings to internal stakeholders on relevant issues and assist with the co-ordination and conduct of external workshops/forums with stakeholders.

Prepare correspondence, project plans, reports and briefing notes as required.

Attend Graduate committee meetings and networking events, and actively participate in the Graduate Learning Program.

From time to time this position will be required to undertake special duties within the individual's capabilities or for developmental purposes to contribute to the achievement of the division's mission and goals.

**Essential Requirements:**—A degree or tertiary qualification in a relevant discipline. Eligibility requirements in accordance with the approved Graduate Program for People with Disabilities.

Enquiries to Elizabeth Jack, Deputy Secretary Culture, Recreation and Sport, Department of Economic Development, Tourism and the Arts, 22 Elizabeth Street, Hobart, TAS, 7000, phone (03) 6233 3598, email Elizabeth.Jack@development.tas.gov.au.

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

#### ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

##### CULTURE, RECREATION AND SPORT

##### *Sport and Recreation Tasmania*

##### Participation and Premiers Physical Activity Council

##### ***Project Manager, Participation and Premiers Physical Activity Council (424645).***

Applications Close:—Friday, 3 December 2010.

Salary:—\$66,073 – \$69,098 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time.

Location:—Hobart.

**Duties:**—Provide a range of services including policy and project advice, project development and management to progress physical activity and participation strategies. Liaise with Premier's Physical Activity Council (PPAC) members, State and local government representatives and other stakeholders to identify and develop strategies to address emerging physical activity issues.

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

Enquiries to Joy Maher for a copy of the Statement of Duties, phone (03) 6233 5629, email Joy.Maher@development.tas.gov.au. For further information about the position please contact Michelle Whitbread, Manager, Participation and Premier's Physical Activity Council, phone (03) 6233 5625, email Michelle.Whitbread@development.tas.gov.au.

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

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

#### ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

##### INDUSTRY DEVELOPMENT DIVISION

##### *Business Response*

##### ***Financial Analyst (425209).***

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:**—Make objective and informed assessments as to the financial viability and stability of a range of business entities and to provide financial and business analysis for financial assistance proposals.

As a member of the Business Response Unit, liaise with internal and external stakeholders in regard to the provision of information required to support business and financial analysis and decision making processes.

**Desirable Requirements:**—Relevant tertiary qualifications in business, accounting or other appropriate discipline. Relevant experience in a commercial environment with emphasis on business analysis, corporate finance and related disciplines. Current Drivers licence.

Enquiries to Nic Waldron, Business and Financial Analysis Director, phone (03) 6233 5720, email nic.waldron@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.

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

##### *Sectoral Development*

##### ***Graduate Officer (425138).***

Applications Close:—Friday, 3 December 2010.

Salary:—\$49,097 – \$59,113 p.a.

Tasmanian State Service Award, Graduate.

Permanent full-time.

Location:—Hobart.

**Duties:**—Provide research and analysis, project and executive administration for the Sectoral Development Unit (Food and Agribusiness team) to enable the business unit to meet agreed outcomes.

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

**Desirable Requirements:**—A qualification in Economics, Business or Finance is desirable.

Enquiries to Carole Rodger, Assistant General Manager Sectoral Development (Food and Agribusiness), Department of Economic Development, Tourism and the Arts, phone (03) 6233 5784, email carole.rodger@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.

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

## LEARNING SERVICES

*Learning Services (North)***Advanced Skills Teacher 5-8 Literacy Numeracy Leader (964558).**

Applications Close:—Friday, 3 December 2010.

Salary:—\$85,035 p.a.

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

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

Location:—East Tamar Federation based at Rocherlea Primary School.

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

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

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

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

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

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

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

Enquiries to Marj Colvill, Department of Education, phone (03) 6326 6362, email [marj.colvill@education.tas.gov.au](mailto: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](mailto:recruitment@education.tas.gov.au).

## EDUCATION

## LEARNING SERVICES

*Learning Services (North)***Senior Social Worker, East Tamar Cluster (964557).**

Applications Close:—Friday, 3 December 2010.

Salary:—\$81,876 – \$90,556 p.a.

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

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. Provide high level advice and undertake professional social work practice leadership to the Learning Services as identified by the General Manager Learning Services.

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

## EDUCATION

## LEARNING SERVICES

*Learning Services (North)***Social Worker, East Tamar Cluster (964557)**

Applications Close:—Friday, 3 December 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 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 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) 6233 8832, 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)*

##### Prospect High School

#### **Teacher Aide General, Prospect High School.**

Applications Close:—Friday, 3 December 2010.

Salary:—\$39,157 – \$42,242 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Vacancy No. 952661.

Fixed-term part-time 13 hours per fortnight upto 42 weeks per year from 14 February 2011 to 21 December 2011.

Location:—Prospect High 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 Debbie Chancellor, Department of Education, phone (03) 6344 4744, email debbie.chancellor@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.

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South)*

#### **Learning Support Leader English/Literacy, Learning Services (South) (963989).**

Applications Close:—Friday, 3 December 2010.

Salary:—\$95,169 p.a.

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

Fixed-term full-time From 1 January 2011 until 31 December 2012.

Location:—Region, South.

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

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

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

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

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

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

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

Enquiries to Judy Travers, Department of Education, phone (03) 6212 3238, email judy.travers@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)****Senior Education Officer Professional Learning (Art), Learning Services (South) (963952).***

Applications Close:—Friday, 3 December 2010.

Salary:—\$85,035 pro rata.

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

Fixed-term part-time 14.7 hours per fortnight from 1 January 2011 until 31 December 2012.

Location:—Region, South.

Description of Role:—Assist the Manager, Professional Learning, in the application of teaching and learning perspectives to the delivery of professional development in the use of information technology in the school system. The officers will have specific responsibility for provision of support to schools in planning and delivery of this professional development as part of the over all school plan.

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 Judy Travers, Department of Education, phone (03) 6212 3238, email [judy.travers@education.tas.gov.au](mailto:judy.travers@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)****Senior Education Officer Professional Learning (History), Learning Services (South) (963953).***

Applications Close:—Friday, 3 December 2010.

Salary:—\$85,035 p.a.

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

Fixed-term full-time From 1 January 2011 until 31 December 2012.

Location:—Region, South.

Description of Role:—Assist the Manager, Professional Learning, in the application of teaching and learning perspectives to the delivery of professional development in the use of information technology in the school system. The officers will have specific responsibility for provision of support to schools in planning and delivery of this professional development as part of the over all school plan.

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 Judy Travers, Department of Education, phone (03) 6212 3238, email [judy.travers@education.tas.gov.au](mailto:judy.travers@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)****Senior Education Officer Professional Learning (LOTE), Learning Services (South) (950638).***

Applications Close:—Friday, 3 December 2010.

Salary:—\$85,035 pro rata.

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

Fixed-term part-time 14.7 hours per fortnight from 1 January 2011 until 31 December 2012.

Location:—Region, South.

Description of Role:—Assist the Manager, Professional Learning, in the application of teaching and learning perspectives to the delivery of professional development in the use of information technology in the school system. The officers will have specific responsibility for provision of support to schools in planning and delivery of this professional development as part of the over all school plan.

**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 Judy Travers, Department of Education, phone (03) 6212 3238, email [judy.travers@education.tas.gov.au](mailto:judy.travers@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)*

#### **Senior Education Officer Professional Learning (Maths), Learning Services (South) (963954).**

Applications Close:—Friday, 3 December 2010.

Salary:—\$85,035 p.a.

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

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

Location:—Region, South.

Description of Role:—Assist the Manager, Professional Learning, in the application of teaching and learning perspectives to the delivery of professional development in the use of information technology in the school system. The officers will have specific responsibility for provision of support to schools in planning and delivery of this professional development as part of the over all school plan.

**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 Judy Travers, Department of Education, phone (03) 6212 3238, email [judy.travers@education.tas.gov.au](mailto:judy.travers@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)*

#### **Senior Education Officer Professional Learning (Science 5-10), Learning Services (South) (963955).**

Applications Close:—Friday, 3 December 2010.

Salary:—\$85,035 pro rata.

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

Fixed-term part-time 44.1 hours per fortnight from 1 January 2011 until 31 December 2012.

Location:—Region, South.

Description of Role:—Assist the Manager, Professional Learning, in the application of teaching and learning perspectives to the delivery of professional development in the use of information technology in the school system. The officers will have specific responsibility for provision of support to schools in planning and delivery of this professional development as part of the over all school plan.

**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.

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## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South)*

#### **Senior Education Officer Professional Learning (Science K-8), Learning Services (South) (LL963955).**

Applications Close:—Friday, 3 December 2010.

Salary:—\$85,035 pro rata.

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

Fixed-term part-time 29.4 hours per fortnight from 1 January 2011 until 31 December 2012.

Location:—Region, South.

Description of Role:—Assist the Manager, Professional Learning, in the application of teaching and learning perspectives to the delivery of professional development in the use of information technology in the school system. The officers will have specific responsibility for provision of support to schools in planning and delivery of this professional development as part of the over all school plan.

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.

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## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South)*

#### **Senior Education Officer Professional Learning (SWPBS), Learning Services (South) (963350).**

Applications Close:—Friday, 3 December 2010.

Salary:—\$85,035 pro rata.

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

Fixed-term part-time 58.8 hours per fortnight from 1 January 2011 until 31 December 2012.

Location:—Region, South.

Description of Role:—Assist the Manager, Professional Learning, in the application of teaching and learning perspectives to the delivery of professional development in the use of information technology in the school system. The officers will have specific responsibility for provision of support to schools in planning and delivery of this professional development as part of the over all school plan.

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 Judy Travers, Department of Education, phone (03) 6212 3238, email [judy.travers@education.tas.gov.au](mailto:judy.travers@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)***Senior Education Officer Professional Learning, Non Teaching Staff (963087).**

Applications Close:—Friday, 3 December 2010.

Salary:—\$85,035 pro rata.

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

Fixed-term part-time 44.1 hours per fortnight from 1 January 2011 until 31 December 2012.

Location:—Region, South and South East.

Description of Role:—Assist the Manager, Professional Learning, in the application of teaching and learning perspectives to the delivery of professional development in the use of information technology in the school system. The officers will have specific responsibility for provision of support to schools in planning and delivery of this professional development as part of the over all school plan.

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 Judy Travers, Department of Education, phone (03) 6212 3238, email [judy.travers@education.tas.gov.au](mailto:judy.travers@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)*

## New Town High School

**Laboratory Technician, New Town High School (981173) Re-advertised.**

Applications Close:—Friday, 3 December 2010.

Salary:—\$49,097 – \$53,441 pro rata.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term part-time from 24 January 2011 to 31 December 2011 at 36.75 hours per fortnight.

Location:—New Town High School.

Description of the Role:—Provide technical support to a school or college's science unit and undertake associated administrative duties.

Essential Requirements:—Diploma of Laboratory Technology, or equivalent TAFE or post-secondary qualification appropriate to the nature of the work.

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:—Post secondary studies in the fields of science and/or technology.

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

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 Mary Beasley, Department of Education, phone (03) 6278 0400, email [mary.beasley@education.tas.gov.au](mailto:mary.beasley@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 (South-East)***Manager Educational Programs and Community Partnership (964240).**

Applications Close:—Friday, 3 December 2010.

Salary:—\$112,516 p.a.

Teaching Service (TPS) Award, Band 3, Level 6.

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

Location:—Learning Services (South-East).

Description of the Role:—Provide educational leadership in the relevant educational field. Undertake the development of educational programs to support schools by working within educational teams providing high quality consultation with school principals, the General Manager and other groups as appropriate.

Collaborate with principals in supporting education improvement in all schools and colleges. In so doing, respond to school and college improvement needs with flexible, relevant, and leading-edge learning services. Provide high-level educational leadership to school and college communities.

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.

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

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

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

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

## EDUCATION

### LEARNING SERVICES

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

#### Jordan River Learning Federation

#### ***Assistant Principal, Middle School Campus Jordan River Learning Federation (964543).***

Applications Close:—Friday, 3 December 2010.

Salary:—\$95,169 p.a.

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

Permanent full-time from 15 February 2011.

Location:—Learning Services (South-East).

Description of the Role:—To assist the Principal in the general educational leadership, management and administration of Jordan River Learning Federation Middle School.

Context:—In 2007 the Bridgewater High School was destroyed by fire. The Bridgewater and Southern Midlands Task Force (BASMERT) conducted wide ranging community consultation in order to develop recommendations relating to the educational needs of the region; this resulted in transforming the way in which education is provided in the Bridgewater/Southern Midlands area.

The community learned that research into what makes the best schools shows that such schools invest heavily in four areas: their teachers, their formal and informal partnerships and networks inside and outside the school; their resourcing; and their ethos.

Best practice links all local education provision together to form a joined up education and training pathway for all people in the region. Primary and secondary schools work closely together with teachers sharing the same resources, the same purpose and ethos and the same professional learning. Transition points from one education stage to the next are facilitated by the close relationships between all education providers.

The needs for the area were summarised as being: Quality early childhood development and care for all children; integrated quality pre schooling and early years education; high

quality and integrated middle years education; individualised learning programs for secondary students and; managed transitions into training and employment and improved adult learning opportunities.

These needs can best be met though a model that consists of several sites throughout the region, each specialising in providing education and other services to a particular age-group and all sharing a single overarching point of governance.

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.

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.

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

#### *Programs, Students*

#### Aboriginal Education

#### ***Aboriginal Early Years Liaison Officer, Rokeby Primary School (962833).***

Applications Close:—Friday, 3 December 2010.

Salary:—\$49,097 – \$53,441 p.a.

Tasmanian State Service Award, General Stream, Band 3.

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

Location:—Rokeby Primary School.

Description of the Role:—To engage parents/carers of Aboriginal children from birth to four years in the education of their children. The role will contribute to improved kindergarten enrolment and attendance by providing parents with knowledge and skills to enhance their support for children's learning and preparedness for school entry.

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

Desirable Requirements:—A Current Drivers Licence.

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

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 Bresnehan, Department of Education, phone (03) 6233 7187, email [danielle.bresnehan@education.tas.gov.au](mailto:danielle.bresnehan@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

#### *Programs, Students*

#### Aboriginal Education

#### ***Aboriginal Education Officer, Brooks High School (951821).***

Applications Close:—Friday, 3 December 2010.

Salary:—\$49,097 – \$53,441 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term full-time from 1 January 2011 to 11 November 2011.

Location:—Brooks High School.

Description of the Role:—Assist school communities to improve the participation rate of aboriginal students from Grade 7 to 10 through the provision of culturally sensitive support to students, families/carers, and the community. Provide program/project support.

Essential Requirements:—Aboriginality. The State Service Commissioner has determined that this is an Aboriginal Identified position and it will be filled in accordance with the Ministerial Direction No 12: Aboriginal and Torres Strait Employment in the Tasmanian State Service. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check 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.

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 Bresnehan, Department of Education, phone (03) 6233 7187, email [danielle.bresnehan@education.tas.gov.au](mailto:danielle.bresnehan@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

#### *Programs, Students*

#### Aboriginal Education

#### ***Aboriginal Education Officer, New Norfolk High School (106321).***

Applications Close:—Friday, 3 December 2010.

Salary:—\$49,097 – \$53,441 pro rata.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term part-time 58.8 hours per fortnight from 1 January 2011 to 31 December 2011.

Location:—New Norfolk High School.

Description of the Role:—Assist school communities to improve the participation rate of aboriginal students from Grade 7 to 10 through the provision of culturally sensitive support to students, families/carers, and the community. Provide program/project support.

Essential Requirements:—Aboriginality. The State Service Commissioner has determined that this is an Aboriginal Identified position and it will be filled in accordance with the Ministerial Direction No 12: Aboriginal and Torres Strait Employment in the Tasmanian State Service. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check 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.

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.

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## EDUCATION

## LEARNING SERVICES

*Programs, Students*

## Aboriginal Education

**Senior Project Officer Aboriginal Early Learning (964434)  
Re-advertised.**

Applications Close:—Friday, 3 December 2010.

Salary:—\$85,035 p.a.

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

Fixed-term full-time from 31 January 2011 to 31 December 2012 (non-teaching conditions apply).

Location:—Region, South.

Description of the Role:—Provide high level research support and design and implement programs for professional staff in Aboriginal Education Services, schools and agencies to enable the implementation of the Department's policies and guidelines on Aboriginal education and cultural inclusion in the early years.

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

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. An ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander peoples and a knowledge and understanding of contemporary Aboriginal culture and society.

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

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 Bresnehan, Department of Education, phone (03) 6233 7187, email danielle.bresnehan@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.

## EDUCATION

## STRATEGIC POLICY AND PERFORMANCE

*Curriculum***Manager CSIRO Science Education Centre (953129).**

Applications Close:—Friday, 3 December 2010.

Salary:—\$85,035 p.a.

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

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

Location:—Region South.

Description of the Role:—Under limited direction, co-ordinate the operation of CSIRO Education in Tasmania.

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. A degree in Science and/or equivalent experience.

A current driver's licence.

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

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

Enquiries to Sue Tolbert, Department of Education, phone (03) 6212 3543, email sue.tolbert@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 8832, email recruitment@education.tas.gov.au.

## HEALTH AND HUMAN SERVICES

## AMBULANCE TASMANIA

**Intensive Care Paramedic (519392).**

Applications Close:—Friday, 3 December 2010.

Salary:—\$60,000 – \$62,500 p.a.

Tasmanian Ambulance Service Award, IC Paramedic.

Permanent full-time shift work.

Location:—Ambulance, Hobart.

Duties:—Please note the composite salary rate for this position is \$70,150 – \$71,232 per annum.

The provision of an advanced level of pre-hospital clinical care to the Tasmanian Community including the transport of patients by ambulance or other means. Attend to members of the community requiring clinical care and treatment via ambulance services. Deliver an advanced level of pre-hospital clinical care in accordance with accepted procedures and protocols for Paramedics with Intensive Care qualifications. Provide relief at outer-urban and Branch stations as required within established guidelines and working in accordance with the appropriate position description for the position being relieved. Complete all relevant documentation with respect to clinical services, training provided and changes to the working

environment and equipment. Maintain constant contact with the State Communications Centre, in accordance with Ambulance Tasmania policies and protocols.

**Essential Requirements:**—Holds a Bachelor of Paramedic Science and relevant work experience or other qualification approved by the Service. Current Drivers Licence.

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

Enquiries to Peter Morgan, Department of Health and Human Services, phone (03) 6230 8566, email [peter.morgan@dhhs.tas.gov.au](mailto:peter.morgan@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

#### ***Paramedic (519391).***

Applications Close:—Friday, 3 December 2010.

Salary:—\$50,000 – \$57,500 p.a.

Tasmanian Ambulance Service Award, Paramedic.

Permanent full-time shift work.

Location:—Ambulance, Hobart.

**Duties:**—Please note the composite salary rate for this position is \$62,360 – \$63,328 per annum.

Provision of pre-hospital care and the transport of patients by Ambulance or other means. Attend to ambulance cases. Deliver pre-hospital clinical care in accordance with accepted procedures and protocol. Complete all relevant documentation. Maintain immediate contact with State Communications Centre. Maintain a prescribed level of knowledge in ambulance care practices and the correct application of ambulance equipment.

**Essential Requirements:**—Holds a Bachelor of Paramedic Science and relevant work experience or other qualification approved by the Service. Current Drivers Licence.

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

Enquiries to Peter Morgan, Department of Health and Human Services, phone (03) 6230 8566, email [peter.morgan@dhhs.tas.gov.au](mailto:peter.morgan@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

### AMBULANCE TASMANIA

#### ***Patient Transport Officer (511717).***

Applications Close:—Friday, 3 December 2010.

Salary:—\$42,877 – \$46,722 p.a.

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

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

Location:—Ambulance, Hobart.

**Duties:**—To provide an efficient and safe transport service for stable patients, agency staff, public hospital and ambulance stores and equipment as required. To work as a member of a team providing routine transport of stable patients particularly in support of public hospital inpatients, outpatients and day surgery patients.

**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, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Peter Berry, Department of Health and Human Services, phone (03) 6230 8570, email [peter.berry@dhhs.tas.gov.au](mailto:peter.berry@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

### BUSINESS SERVICES NETWORK

#### *IT Services*

#### ***Senior Application Administrator (517377).***

Applications Close:—Friday, 3 December 2010.

Salary:—\$65,248 – \$68,223 p.a.

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

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

Location:—IT Services, Hobart.

**Duties:**—As part of the Applications Administration team, provide technical support in the day to day maintenance and administration of the Agency's IT applications. Undertake a liaison role to Agency staff by providing technical advice and supporting the resolution of more complex day to day problems.

**Desirable Requirements:**—Experience and skills in Application Administration including a demonstrated ability to support and administer multiple core enterprise applications that demands high availability across disperse geographic locations. Demonstrated experience and skills in all areas of Application Administration, including but not limited to application: upgrade, test, and change management; issue identification, tracking, and resolution; backup and disaster recovery; monitoring and auditing; security management.

Experience in data manipulation, including SQL skills and the design and production of reports using report-writing software such as Crystal Report Writer or SQL Reporting Services.

Enquiries to Dana Purton, Department of Health and Human Services, phone (03) 6233 3141, email [dana.purton@dhhs.tas.gov.au](mailto:dana.purton@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

### CHIEF HEALTH OFFICER

*Office of the Chief Health Officer*

#### **Medical Integration and Workforce Support Officer (517262).**

Applications Close:—Friday, 3 December 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 to 1 June 2011.

Location:—Office of the Chief Health Officer, Launceston.

Duties:—Provide executive and project support to the Director and to the Office of the Chief Health Officer. Develop and support efficient and effective business processes in relation to the interface between the Department and key stakeholders including: General Practitioners, GP Workforce, GP Divisions and the Australian Health Practitioner Regulation Agency.

Desirable Requirements:—Proven experience and understanding of the provision of executive support and project support in a demanding senior management environment. Knowledge and understanding of project management principles with the ability to undertake basic research and to assist in the planning and co-ordinating of several concurrent project activities whilst working in an environment subject to strict time frames. Knowledge and understanding of, or the ability to acquire such knowledge of credentialling and clinical privileges processes for medical practitioners.

Enquiries to Dr George Cercez, Department of Health and Human Services, phone (03) 6336 5492, email [george.cercez@dhhs.tas.gov.au](mailto:george.cercez@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

*Disability, Child, Youth and Family Services*

#### **Catering/Stores Utility Officer (Relief) (514404).**

Applications Close:—Friday, 3 December 2010.

Salary:—\$42,877 – \$46,722 p.a.

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

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

Location:—DCYFS, Ashley Youth Detention Centre, Deloraine.

Duties:—Provide a catering service within centre budget limitations that comply with standards and codes of practice. Assist with the day-to-day management and operation of the Ashley Youth Detention Centre stores, including stock control, replenishment and distribution of goods.

Desirable Requirements:—Demonstrated ability to undertake menu planning and a full range of cooking duties. Demonstrated knowledge and capacity to apply sanitation standards and health codes. A broad knowledge of purchasing and stores procedures, including a working knowledge of the correct storage of wide variety of goods according to safety, sanitation and health regulations. Demonstrated ability to work within a team environment, to carry out instructions, follow procedures and exercise judgment and initiative.

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

Enquiries to Julie Hawes, Department of Health and Human Services, phone (03) 6362 2311, email [julie.hawes@dhhs.tas.gov.au](mailto:julie.hawes@dhhs.tas.gov.au).

PLEASE NOTE: Interested applicants are strongly encouraged to contact Julie Hawes to discuss the position prior to submitting their application.

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

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

*Disability, Child, Youth and Family Services*

#### **Child and Family Health Nurse—2 vacancies (500973).**

Applications Close:—Friday, 3 December 2010.

Salary:—\$58,055 – \$69,363 p.a.

Nurses (TPS) Award, Community FCH Nurse.

Permanent part-time day work (60.8 hours per fortnight), Both vacancies.

Location:—DCYFS, Children and family Services, CHAPS Parenting Centre, South East.

Duties:—Within a Primary Health Care framework and in accordance with the philosophy of Child Health and Parenting Service, Agency policy and legal requirements, the Child and Family Health Nurse will:—provide assessment, care and support to individuals and groups; undertake all aspects of early identification and early intervention activities and participate in community development and health promotion activities.

Desirable Requirements:—Minimum of 3 years post basic registration nursing experience and holds a relevant tertiary qualification or is working towards same. Comprehensive knowledge of the principles of primary health care and ability to apply these principles in practice. Demonstrated clinical



skills appropriate to the area of family and child health nursing.

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

Enquiries to Judy Austen, Department of Health and Human Services, phone (03) 6230 7874, email [judy.austen@dhhs.tas.gov.au](mailto:judy.austen@dhhs.tas.gov.au)

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

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

#### **Executive Assistant (505651).**

Applications Close:—Friday, 3 December 2010.

Salary:—\$48,439 – \$52,727 p.a.

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

Permanent full-time day work.

Location:—DCYFS, Disability Services, Hobart.

Duties:—Provide high level complex executive and administrative support to the Regional Manager and senior staff of the Disability Services Regional Office contributing to the efficient operation of the Office.

Manage and co-ordinate provision of a complete range of efficient and effective office management support services to the regional Manager. Utilise the appropriate policy, procedures and information systems and oversee the day to day functions of the.

Desirable Requirements:—Demonstrated knowledge of and experience in contemporary office management practices and ability to provide supervision, leadership and training to other administrative staff within the Office.

Ability to work under pressure in a senior management environment and to meet identified time frames.

Demonstrated ability to communicate, negotiate and liaise with a wide range of people, ensuring a high level of confidentiality, whilst exercising initiative, flexibility and judgement.

Enquiries to Lesley Mackay, Department of Health and Human Services, phone (03) 6230 7600, email [lesley.mackay@dhhs.tas.gov.au](mailto:lesley.mackay@dhhs.tas.gov.au)

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

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

#### **Executive Assistant (517269).**

Applications Close:—Friday, 3 December 2010.

Salary:—\$48,439 – \$52,727 p.a.

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

Permanent full-time day work.

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

Duties:—Provide high level administrative, clerical and reception support to Area Director, Child and Family Services.

Manage and co-ordinate the provision of a complete range of efficient and effective office management support services to the Area Management office.

Co-ordinate the preparation of complex documents including Ministerial correspondence, provide support to meetings as required, and ensure the smooth administration operation of the Area Management office.

Desirable Requirements:—Knowledge of, and experience in, day to day office management activities within a senior management environment including the ability to undertake financial processing and routine reporting functions.

Ability to exercise initiative, judgment, sensitivity and discretion, including the ability to interpret and analyse information and recommend or decide on appropriate action.

High level written and verbal communication skills, with the proven ability to liaise with a wide range of clients in a sensitive and confidential manner.

Enquiries to Selina McGuire, Department of Health and Human Services, phone (03) 6434 6404, email [selina.mcguire@dhhs.tas.gov.au](mailto:selina.mcguire@dhhs.tas.gov.au)

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

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

#### **Manager Resource Team SW (519782).**

Applications Close:—Friday, 10 December 2010.

Salary:—\$81,876 – \$90,556 p.a.

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

Permanent full-time day work.

Location:—DCYFS, Disability Services, South West.

Duties:—Manage resources allocated to the work unit and provide administrative leadership of the professional resource team.

Co-ordinate the delivery of specialist services, provide specialist advice, supervise staff, set priorities and liaise with other agencies and service providers.

Desirable Requirements:—A sound knowledge of international, national and state developments and trends in the



disability field.

Ability to demonstrate by example, actions and behaviors valued by the community, which enhances the image of people with disabilities.

Ability to manage a multidisciplinary team and services for people with disabilities.

Highly developed liaison, consultancy, communication, negotiation, mediation and conflict resolution skills.

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 Annie Curtis, Department of Health and Human Services, phone (03) 6230 7600, email [annie.curtis@dhhs.tas.gov.au](mailto:annie.curtis@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*

#### **Team Leader (501565).**

Applications Close:—Friday, 3 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 day work.

Location:—DCYFS, Children and Family Services.

Duties:—To co-ordinate the service delivery, including the management of financial, human and physical resources, of Child Protection staff employed to perform all functions of the statutory Child Protection program.

Desirable Requirements:—Significant post graduate experience in a relevant field.

A demonstrated ability to provide supervision, leadership and direction to field staff.

A high level of knowledge and understanding of current statutory requirements and Departmental procedures or the ability to acquire such knowledge.

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

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 Lee-Ann Russell, Department of Health and Human Services, phone (03) 6230 7666, email [leeann.russell@dhhs.tas.gov.au](mailto:leeann.russell@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Housing Tasmania*

#### **Administrative Officer (517013).**

Applications Close:—Friday, 3 December 2010.

Salary:—\$42,877 – \$46,722 p.a.

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

Fixed-term part-time day work (20.0 hours per fortnight) commencing As soon as possible until 30 June 2011.

Location:—Housing Tasmania, South East.

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

Desirable Requirements:—Experience and skills in office administration, including the ability to undertake telephone, reception, filing and general clerical and administrative duties.

Knowledge of account payable and receivable processes, including coding and the ordering and invoicing of goods.

Sound interpersonal skills, including written and verbal communication, the ability to provide information to clients and staff and to prepare documents.

Enquiries to Stephen Barker, Department of Health and Human Services, phone (03) 6233 5162, email [stephen.barker@dhhs.tas.gov.au](mailto:stephen.barker@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Housing Tasmania*

#### **Customer Support Officer (511166).**

Applications Close:—Friday, 3 December 2010.

Salary:—\$42,877 – \$46,722 p.a.

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

Fixed-term full-time day work commencing as soon as possible until 22 April 2011.

Location:—Housing Tasmania, North West.

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.

Enquiries to Anna Radford, Department of Health and Human Services, phone (03) 6434 6280, email [anna.radford@dhhs.tas.gov.au](mailto:anna.radford@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Housing Tasmania*

#### ***Finance Support Officer (516422).***

Applications Close:—Friday, 3 December 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 as soon as possible for a period of 12 months.

Location:—Housing Tasmania, Hobart.

Duties:—The Finance Support Officer will be required to undertake a range of financial and clerical duties including maintaining financial records, undertaking reconciliation processes, account processing, preparing and inputting journals, assisting in the development of budgetary and financial systems and controls and liaising with clients and staff from Housing Tasmania and other Divisions on financial and budgetary issues.

Desirable Requirements:—Experience in an accounting and financial environment. An understanding of internal control and reconciliation processes. Well developed ability to communicate and negotiate effectively.

Ability individually or as a member of a team to plan, organise, set priorities and work effectively in an environment subject to work pressures and change.

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

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Housing Tasmania*

#### ***Senior Consultant (518336).***

Applications Close:—Friday, 3 December 2010.

Salary:—\$83,041 – \$90,513 p.a.

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

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

Location:—Housing Tasmania, Strategic Asset Management, Hobart.

Duties:—As part of the Accommodation Options Team, provide authoritative specialist advice on strategic policy and program options, innovations and the long term strategic plan for supported accommodation options. Develop policy and planning frameworks and manage policy research and evaluation activities.

Develop options for new service models within the broad social and economic context of current Commonwealth and State Government policy. Co-ordinate projects associated with supported accommodation across Housing Tasmania, Disability Services, Child and Family Services and Youth Justice.

Desirable Requirements:—Extensive knowledge of and experience in the development of high level strategic policy and planning frameworks, and evaluation techniques and strategies within the context of Commonwealth, State and Agency policies.

High level strategic, conceptual, analytical and creative skills including an ability to understand the political, social and organisational environment, to identify relevant issues and make sound judgements about agency strategies and directions.

High level communication, negotiation and conflict resolution skills, proven ability to work constructively as part of a team, and the ability to represent the Group, explain its goals, policies, products and services and to identify mutually acceptable solutions in situations of differing interests.

Enquiries to Jo White, Department of Health and Human Services, phone (03) 6233 4798, email [jo.white@dhhs.tas.gov.au](mailto:jo.white@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

### NORTH WEST AREA HEALTH SERVICE

#### ***Executive Assistant (519795).***

Applications Close:—Friday, 3 December 2010.

Salary:—\$48,439 – \$52,727 pro rata.

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

Fixed-term part-time day work, working 45.6 hours per fortnight, commencing 6 December 2010 to 25 April 2011. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—North West Area Health Service.

Duties:—Provide high level business, project, research and administrative support to the Director, Accreditation and Service Improvement and GP Liaison Officer, including the management of clinical, financial and administrative information and correspondence, which is often of a confidential and highly sensitive nature.

Desirable Requirements:—Demonstrated ability to exercise initiative, flexibility, sound judgement and discretion including the ability to interpret and analyse information and recommend or decide an appropriate action and the capacity to participate effectively in a team environment. An understanding of the

principles of project management and demonstrated ability to research analyse and collate information for specific projects.

Enquiries to Julie Hunter, Department of Health and Human Services, phone (03) 6490 8967, email [julie.hunter@dhhs.tas.gov.au](mailto:julie.hunter@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

### NORTH WEST AREA HEALTH SERVICE

#### **Manager, Physiotherapy Services (502079).**

Applications Close:—Friday, 3 December 2010.

Salary:—\$107,435 p.a.

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

Fixed-term full-time day work, commencing 1 December 2010 to 30 November 2011. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—North West Area Health Service.

Duties:—Area responsibility for Physiotherapy Services funded by the Acute Health Services, Mersey Community Hospital and Primary Health in the NWAHS. Responsible for the provision of efficient and effective physiotherapy services across the North West Area Health Service which is consumer focused and supported by evidence based practice and are of a high professional standard. Provide leadership and direction in the management of physiotherapy services for the NWAHS including the development and implementation of service delivery policy, strategic planning and management of human, financial and physical resources. Co-ordinate the effective management of the physiotherapy services including planning, organisation, preparation and analysis of budgets, budgetary and service control, staff appointments, evaluation of practice and the maintenance of appropriate legislative and statistical records.

Desirable Requirements:—Current drivers licence.

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 Paula Hyland, Department of Health and Human Services, phone (03) 6490 8959, mobile 0459 115 993, email [paula.hyland@dhhs.tas.gov.au](mailto:paula.hyland@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

### NORTH WEST AREA HEALTH SERVICE

#### *Mersey Community Hospital*

#### **Ward Clerk (514478).**

Applications Close:—Friday, 3 December 2010.

Salary:—\$42,877 – \$46,722 p.a.

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

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

Location:—Patient Information Management Unit, Mersey Community Hospital.

Duties:—Provide and maintain a high standard of customer focused clerical, administrative and reception services to inpatient units at the Mersey Community Hospital. Maintain confidentiality and work according to all Hospital policies, procedures and guidelines.

Desirable Requirements:—Well developed oral and written communication and interpersonal skills with a demonstrated ability to interact with public and staff at all levels. Sound word processing skills and the ability to develop and maintain spreadsheets and databases. Knowledge of, and experience in, the use of mainframe information systems, preferably with exposure to a patient information system, or a demonstrated ability to acquire.

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

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## HEALTH AND HUMAN SERVICES

### NORTH WEST AREA HEALTH SERVICE

#### *Primary Health Services North West*

#### **Clinical Nurse-Community (514067).**

Applications Close:—Friday, 3 December 2010.

Salary:—\$65,595 – \$69,363 p.a.

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

Permanent full-time shiftwork.

Location:—Rosebery Hospital and Community Health Centre.

Duties:—A Clinical Nurse is required for the Rosebery Community Health Centre 24 hour facility. Including Accident and Emergency and Community Nursing both in the home and Centre Based care.

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

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

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## HEALTH AND HUMAN SERVICES

### NORTH WEST AREA HEALTH SERVICE

#### *Primary Health Services North West*

#### **Domestic Services Officer—2 Vacancies.**

Applications Close:—Friday, 3 December 2010.

Salary:—\$36,266 – \$37,915 p.a.

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

Vacancy No. 519883.

Permanent part-time shiftwork, working 40 hours per fortnight.

Location:—Devonport Community Health Centre.

Vacancy No. 519885.

Permanent part-time shiftwork, working 40 hours per fortnight.

Location:—Devonport Community Health Centre.

Duties:—Provide an efficient, safe cleaning service in the wards, offices and residences of the hospital complex.

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

Enquiries to Andrew Groves, Department of Health and Human Services, phone (03) 6430 6615, email [andrew.groves@dhhs.tas.gov.au](mailto:andrew.groves@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### NORTH WEST AREA HEALTH SERVICE

#### *Primary Health Services North West*

#### **Nurse Unit Manager (502891a).**

Applications Close:—Friday, 3 December 2010.

Salary:—\$79,725 – \$83,496 p.a.

Nurses (TPS) Award, Nurse Unit Manager.

Fixed-term full-time daywork, commencing as soon as possible to 28 April 2012.

Location:—Palliative Care, Service, North West.

Duties:—Provide leadership to the North West Palliative Care Team. Ensure the efficient and effective provision of care,

based on clinical standards and best practice principles within a collaborative and interdisciplinary framework by co-ordinating the clinical, management, education and nursing research functions within the North West Palliative Care Service.

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

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

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## HEALTH AND HUMAN SERVICES

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### **Clinical Nurse Consultant, Womens Health Clinics (519947).**

Applications Close:—Friday, 3 December 2010.

Salary:—\$74,477 – \$79,725 p.a.

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

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

Location:—Royal Hobart Hospital.

Duties:—The Clinical Nurse Consultant is a Midwifery and Nursing Clinical Leader who provides and co-ordinates at an advanced level, contemporary midwifery and gynaecology nursing care within a multidisciplinary team, to women and their families in the outpatient setting.

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

Enquiries to Heather Giannaros, Department of Health and Human Services, phone (03) 6222 6891, mobile 0407 189 222, email [heather.giannaros@dhhs.tas.gov.au](mailto:heather.giannaros@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

#### **Redevelopment Project Manager (517835).**

Applications Close:—Friday, 3 December 2010.

Salary:—\$83,041 – \$90,513 p.a.

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

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

Location:—Royal Hobart Hospital.



Duties:—Within a tertiary hospital setting and in accordance with Agency directions, policy, professional and legal requirements, provide high level management and co-ordination skills for the design of the redevelopment of the Southern Tasmania Area Health Service Strategic Asset Management 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](mailto: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

#### *Royal Hobart Hospital*

#### ***Divisional Support Officer (509138).***

Applications Close:—Friday, 3 December 2010.

Salary:—\$53,384 – \$62,872 p.a.

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

Permanent full-time daywork.

Location:—Royal Hobart Hospital.

Duties:—Support the business and administrative function in the management of informational, financial and other resources in a Clinical Service environment.

Desirable Requirements:—An extensive knowledge of State and Agency financial planning and budgetary processes, or the ability to acquire that knowledge. Well developed financial management and organisational skills. Good research skills, together with the ability to plan, to analyse and interpret information.

Enquiries to Paul Ashby, Department of Health and Human Services, phone (03) 6222 9832, email [paul.ashby@dhhs.tas.gov.au](mailto:paul.ashby@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*

#### ***Nurse Practitioner, Emergency Department (519891).***

Applications Close:—Friday, 3 December 2010.

Salary:—\$90,119 – \$94,516 p.a.

Nurses (TPS) Award, Nurse Practitioner.

Permanent full-time daywork.

Location:—Royal Hobart Hospital.

Duties:—Within an Area Health Services Framework and in accordance with Agency Policy and Procedures the Nurse Practitioner (NP) is responsible, within the defined scope of

practice, for the development, provision and evaluation of Emergency care that ensures optimal patient/client outcomes.

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia and endorsed to practice as a nurse practitioner.

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 Alan Wales, Department of Health and Human Services, phone (03) 6222 8203, email [alan.wales@dhhs.tas.gov.au](mailto:alan.wales@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*

#### ***Nurse Unit Manager, Assessment and Planning Unit (519479).***

Applications Close:—Friday, 10 December 2010.

Salary:—\$79,725 – \$83,496 p.a.

Nurses (TPS) Award, Nurse Unit Manager.

Permanent full-time daywork.

Location:—Royal Hobart Hospital.

Duties:—Provide leadership to the Assessment and Planning Unit [APU] and across Medicine Services. Ensure the efficient and effective provision of care, based on clinical standards and best practice principles within a collaborative and multidisciplinary framework by co-ordinating the clinical, management, education and nursing research functions within the Assessment and Planning Unit.

Desirable Requirements:—Relevant post graduate qualification.

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 Alan Wales, Department of Health and Human Services, phone (03) 6222 8203, email [alan.wales@dhhs.tas.gov.au](mailto:alan.wales@dhhs.tas.gov.au)

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## HEALTH AND HUMAN SERVICES

## SOUTHERN TASMANIA AREA HEALTH SERVICE

*Royal Hobart Hospital***Deputy Chief Radiation Oncology Medical Physicist (509109)  
Re-advertised.**

Applications Close:—Friday, 17 December 2010.

Salary:—\$101,638 – \$111,802 p.a.

Equivalent Specialist, Level 1.

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

Location:—Royal Hobart Hospital.

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

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

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

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

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

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

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

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

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

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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 Sue Sanderson, Department of Health and Human Services, phone (03) 6222 6815, email [sue.sanderson@dhhs.tas.gov.au](mailto:sue.sanderson@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***Senior Social Worker (516205).**

Applications Close:—Friday, 3 December 2010.

Salary:—\$71,381 – \$81,876 p.a.

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

Fixed-term full-time day work, commencing as soon as possible until 22 January 2012.

Location:—Social Work Department, Royal Hobart Hospital.

Duties:—To provide specialised clinical social work services to patients and their families referred to Geriatric and Rehabilitation Services of the Royal Hobart Hospital. To provide clinical expertise and comprehensive social work services in accordance with organisational policies and Australian Association of Social Workers Standards of Practice and Code of Ethics.

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

Enquiries to Sarah Booth, Department of Health and Human Services, phone (03) 6222 8354, email [sarah.booth@dhhs.tas.gov.au](mailto:sarah.booth@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 (509187).**

Applications Close:—Friday, 3 December 2010.

Salary:—\$49,012 – \$64,842 p.a.

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

Fixed-term full-time shiftwork, commencing as soon as possible to 25 June 2011.

Location:—Cardio-Thoracic Unit, Royal Hobart Hospital.

## HEALTH AND HUMAN SERVICES

## SOUTHERN TASMANIA AREA HEALTH SERVICE

*Royal Hobart Hospital***Team Leader, Admission Centre (519941).**

Applications Close:—Friday, 3 December 2010.

Salary:—\$53,384 – \$62,872 p.a.

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

Permanent full-time daywork.

Location:—Royal Hobart Hospital.

**Duties:**—In collaboration with the Manager, Admissions Centre (Access and Patient Flow Unit), co-ordinate the clerical administration of the Admission Centre at the Royal Hobart Hospital campus and data collection ensuring the provision of efficient and effective clerical services.

**Desirable Requirements:**—High level interpersonal skills, including communication, negotiation and conflict resolution, with the proven ability to efficiently and effectively supervise staff. Sound knowledge of relevant national and state legislation and the standards governing the management of patient information including the Royal Hobart Hospital Admission and Discharge Policy. Proven personal computer skills including skills in word processing, spreadsheets and the production of statistical reports, management systems and related software and the ability to teach or facilitate the development of those skills for Admissions staff.

Enquiries to Lisa Wickham, Department of Health and Human Services, phone (03) 6222 8645, email [lisa.wickham@dhhs.tas.gov.au](mailto:lisa.wickham@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### *Royal Hobart Hospital*

#### **Deputy Chief Medical Physicist (509109).**

Applications Close:—Friday, 3 December 2010.

Salary:—\$81,876 – \$90,556 p.a.

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

Fixed-term full-time day work commencing 76 hours per fortnight. Commencing as soon as possible for a period of 5 years.

Location:—Royal Hobart Hospital, W.P. Holman Clinic.

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

Enquiries to Steven Wallace, Department of Health and Human Services, email [steven.wallace@dhhs.tas.gov.au](mailto:steven.wallace@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### STATEWIDE AND MENTAL HEALTH SERVICES

#### *Alcohol and Drug Services*

#### **Clinical Nurse, Pharmacotherapy (518219).**

Applications Close:—Friday, 10 December 2010.

Salary:—\$65,595 – \$69,363 p.a.

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

Permanent full-time day work.

Location:—St Johns Park, New Town.

**Duties:**—The Alcohol and Drug Service Southern Tasmania is seeking to employ an enthusiastic and self motivated person to work as part of a highly skilled and supportive multidisciplinary team. The occupant will be responsible for providing quality treatment and interventions, specifically pharmacotherapy, for individuals who may be physically and or psychologically dependent on legal or illegal substances. You will also be required to develop and maintain partnerships with other agencies, health professionals, community members and organisations to ensure effective service provision to individuals with substance abuse issues.

**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 Phyllis Sorour, Department of Health and Human Services, phone (03) 6230 7982, email [phyllis.sorour@dhhs.tas.gov.au](mailto:phyllis.sorour@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES.

### STATEWIDE AND MENTAL HEALTH SERVICES.

#### *Alcohol and Drug Services*

#### **Pharmacist (Casual) (516952).**

Applications Close:—Friday, 3 December 2010.

Salary:—\$71,381 – \$81,876 p.a.

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

Fixed-term casual day work (as and when required) commencing As soon as possible for a period of 2 years.

Location:—St Johns Park, New Town.

**Duties:**—The Alcohol and Drug Service South is looking for casual pharmacists to work as part of a multidisciplinary team aimed at optimising patient outcomes by providing a specialist clinical pharmacy service to the Pharmacotherapy and In-Patient Withdrawal Units of the Alcohol and Drug Service and other centres as required. You will be required to provide comprehensive pharmaceutical care in the clinical area and act as a resource pharmacist for the particular area of speciality.

**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 Kathryn Law, Department of Health and Human Services, phone (03) 6230 7984, email [kathryn.law@dhhs.tas.gov.au](mailto:kathryn.law@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

### STATEWIDE AND MENTAL HEALTH SERVICES

#### *Alcohol and Drug Services*

#### **Registered Nurse (Casual Pool) (501039).**

Applications Close:—Friday, 3 December 2010.

Salary:—\$49,012 – \$64,842 p.a.

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

Fixed-term casual shift work (fully rotational) as and when required commencing As soon as possible for a period of 2 years.

Location:—St Johns Park, New Town.

Duties:—The appointee will primarily be involved in the assessment and management of persons presenting at the Withdrawal Management Unit with alcohol and drug related problems. The nurse will work in a clinical setting providing medicated and non-medicated detoxification services, together with medical and para-professional staff within the Unit. Provide direct nursing care following established nursing procedures.

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 Allan Purcell, Department of Health and Human Services, phone (03) 6230 7974, email [allan.purcell@dhhs.tas.gov.au](mailto:allan.purcell@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### STATEWIDE AND MENTAL HEALTH SERVICES

#### *Health and Wellbeing Services*

#### Oral Health Services

#### **Dental Prosthetist (519325).**

Applications Close:—Friday, 3 December 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 part-time day work working 48 hours per fortnight commencing as soon as possible until 30 June 2010.

Location:—Oral Health Services Tasmania North.

Duties:—Oral Health Services Tasmania is looking to employ a dental prosthodontist to provide prosthetic services in accordance with the policies and guidelines of Oral Health Services, including the assessment and management of complex patient care plans. Refer clients to appropriate specialists for additional treatment. Undertake laboratory work for the construction of a broad range of orthodontic appliances, dental prostheses, mouth guards and crown and bridgework. Liaise with and provide advice to dental practitioners and other health professionals in prosthetic treatments.

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

Enquiries to Jayne Scull, Department of Health and Human Services, phone (03) 6336 4207, email [jayne.scull@dhhs.tas.gov.au](mailto:jayne.scull@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### STATEWIDE AND MENTAL HEALTH SERVICES

#### *Health and Wellbeing Services*

#### Oral Health Services

#### **Executive Assistant (511906).**

Applications Close:—Friday, 10 December 2010.

Salary:—\$48,439 – \$52,727 p.a.

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

Permanent full-time day work.

Location:—Warragul Avenue, New Town.

Duties:—Oral Health Services Tasmania South is looking for an energetic and motivated executive assistant who can provide a high level of administrative and executive support to the Director and other senior staff in the Director's Office. You will be required to manage and co-ordinate the provision of a complete range of efficient and effective office management support services for the Director's Office.

Desirable Requirements:—Personal qualities such as initiative, flexibility, sound judgement and discretion including the ability to interpret and analyse information and recommend or decide an appropriate action and the capacity to participate effectively in a team environment. Demonstrated knowledge of and experience in contemporary office management practices and ability to provide leadership and training to other administrative staff. Ability to work under pressure in a senior management environment and to meet identified time frames.

Enquiries to Gail Ward, Department of Health and Human Services, phone (03) 6214 5415, email [gail.ward@dhhs.tas.gov.au](mailto:gail.ward@dhhs.tas.gov.au).

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

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HEALTH AND HUMAN SERVICES  
STATEWIDE AND MENTAL HEALTH SERVICES

*Health and Wellbeing Services*

Oral Health Services

**Senior Dental Prosthetist, Vacancy, (501301).**

Applications Close:—Friday, 10 December 2010.

Salary:—\$71,381 – \$81,876 p.a.

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

Permanent full-time day work.

Location:—Oral Health Services Tasmania North.

Duties:—Oral Health Services Tasmania is looking to employ a senior dental prosthetist who must be capable of providing leadership, supervision and direct clinical care to dental prosthetists and technicians, assisting them in providing comprehensive care of clients in the specialised field of dental prosthetics. This position will suit a dedicated individual who enjoys working as part of a highly skilled team of oral health professionals and technicians. The position is based in Launceston, Northern Tasmania's premier city which is situated on the banks of the Tamar River and is a gateway to the Tamar Valley wine region. This progressive part of Tasmania offers the perfect work/life balance.

Essential requirements:—Registered with the Dental 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 Susan Jay, Department of Health and Human Services, phone (03) 6336 4119, email [susan.jay@dhhs.tas.gov.au](mailto:susan.jay@dhhs.tas.gov.au).

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HEALTH AND HUMAN SERVICES  
STATEWIDE AND MENTAL HEALTH SERVICES

*Mental Health Services South*

**Allied Health Professional (512593).**

Applications Close:—Friday, 3 December 2010.

Salary:—\$71,381 – \$81,876 pro rata.

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

Fixed-term casual day work (as and when required) commencing As soon as possible for a period of 2 years.

Location:—St Johns Park, New Town.

Duties:—As part of a multidisciplinary team, delivering high quality mental health services, the Allied Health Professional will, undertake the delivery of quality care to clients of the Older Persons Mental Health Service, based on best practice

principles and within a collaborative and multidisciplinary framework. Provide a specialist assessment and treatment service to clients of the Older Persons Mental Health Service and their families or carers.

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 Alice Godfrey, Department of Health and Human Services, phone (03) 6211 4580, email [alice.godfrey@dhhs.tas.gov.au](mailto:alice.godfrey@dhhs.tas.gov.au).

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

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

HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

*Mental Health Services Statewide*

**Health Management Trainee—3 Vacancies (518798).**

Applications Close:—Friday, 10 December 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 2 years. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Placements may be offered in South, North, North West.

Duties:—Can you see yourself as a future leader in health?

An exciting new opportunity exists for highly motivated and enthusiastic individuals passionate about pursuing a career in health management with a view to shaping the health services of the future. You will need to display flexibility, creativity and initiative in developing proposals and recommendations for consideration by management.

The vacancies are available for two years and you will have the chance to undertake four six-month placements in a range of business units across the Department. Applications are welcomed from Department of Health and Human Services staff and non-DHHS employees.

We offer: The chance to learn and develop your management skills through structured training and development courses including completion of a new Graduate Diploma in Health (Executive Development) through the University of Tasmania; A scholarship offered by UTAS to undertake the Graduate Diploma; Support through a structured mentoring program; A challenging role that will allow you to apply new skills across a number of different working environments in health and Membership of the Australian College of Health Service Executives.

Essential Requirements:—Evidence of the following must be provided prior to appointment to the position:.

A degree or tertiary qualification in a relevant discipline.

Enquiries to Dr Elizabeth Shannon, Department of Health and Human Services, phone (03) 6233 3531, email [elizabeth.shannon@dhhs.tas.gov.au](mailto:elizabeth.shannon@dhhs.tas.gov.au).

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

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

## INFRASTRUCTURE, ENERGY AND RESOURCES

### LAND TRANSPORT SAFETY

#### *LTS Policy*

#### ***Graduate Program for People with Disabilities, Graduate Policy Analyst (371993).***

Applications Close:—Friday, 10 December 2010.

Salary:—\$49,097 – \$59,113 p.a.

Tasmanian State Service Award, Graduate.

Fixed-term full-time for 24 months.

Location:—Hobart.

Duties:—Assist in the research and analysis of policy and legislative issues and provide solutions, proposals and recommendations, either individually or as part of a project team. Assist with projects based on project management methodologies. Liaise with internal stakeholders on land transport safety policy issues. Prepare correspondence, reports, briefing material and similar documents. Provide secretariat support to project teams and advisory committees. Contribute to branch outcomes and undertake other tasks as required.

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

Eligibility requirements in accordance with the approved Graduate Program for People with Disabilities.

Enquiries to Deborah Davis, Manager Policy and Projects, Department of Infrastructure, Energy and Resources, 10 Murray Street, Hobart, TAS, 7000, phone (03) 6233 2629, email [Deborah.Davis@dier.tas.gov.au](mailto:Deborah.Davis@dier.tas.gov.au).

Applications to Human Resources, HR Operations, Department of Infrastructure, Energy and Resources, G.P.O. Box 936 Hobart, TAS, 7001, email [recruitment@dier.tas.gov.au](mailto:recruitment@dier.tas.gov.au).

## INFRASTRUCTURE, ENERGY AND RESOURCES

### LAND TRANSPORT SAFETY

#### *LTS Policy*

#### ***Senior Policy Analyst (370836).***

Applications Close:—Friday, 3 December 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:-

Interpret and draft policy documents and related legislation.

Research and analyse policy and legislative issues and

provide solutions, proposals and recommendations, either individually or as part of a project team.

Develop and effectively implement policy and legislation that takes account of the Government's strategic directions and priorities.

Work with relevant operational areas, other Government agencies and external stakeholders as required to ensure the effective implementation of policy decisions and achieve mutually beneficial outcomes.

Prepare high level correspondence, reports, Cabinet Minutes, briefing material and legislative drafting instructions.

Manage assigned projects based on project management methodologies.

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

Enquiries to David Edmiston, Manager Policy and Projects, Department of Infrastructure, Energy and Resources, 10 Murray Street, Hobart, phone (03) 6233 4553, email [David.Edmiston@dier.tas.gov.au](mailto:David.Edmiston@dier.tas.gov.au).

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

## INFRASTRUCTURE, ENERGY AND RESOURCES

### LAND TRANSPORT SAFETY

#### *Rail Safety*

#### ***Principal Policy Advisor (372375).***

Applications Close:—Friday, 3 December 2010.

Salary:—\$70,028 – \$82,717 pro rata.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term part-time 2-3 days per week: until 30 June 2011.

Location:—Hobart.

Duties:—Lead the identification, research and analysis of key public policy and legislative issues for Tasmania arising from the proposed national Rail Safety Regulator and provide solutions, proposals and recommendations for Tasmanian requirements.

Manage the development of draft legislation to implement the national Rail Safety Regulator in Tasmania and provide a quality assurance and oversight role for drafting instructions to Parliamentary Counsel.

Assist with, and/or prepare high level correspondence, reports, Cabinet Minutes, briefing material and legislative drafting instructions.

Work collaboratively with a variety of internal and external stakeholders to ensure the effective implementation of rail safety reforms and achieve mutually beneficial outcomes.

Assist in the development and implementation of work programs including business change requirements to ensure the effective implementation of the Rail Safety Act 2009 and the transition to a national Rail Safety Regulator.

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

Enquiries to Craig Hoey, A/G Manager Rail Safety, Department of Infrastructure, Energy and Resources, 10 Murray Street, Hobart, phone (03) 6233 2461, email [Craig.Hoey@dier.tas.gov.au](mailto:Craig.Hoey@dier.tas.gov.au).

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

## INFRASTRUCTURE, ENERGY AND RESOURCES

## RACING SERVICES TASMANIA

*Racing Administration****Racing Operations Clerk (371575).***

Applications Close:—Friday, 3 December 2010.

Salary:—\$43,406 – \$47,341 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term full-time Until 06/09/11.

Location:—Launceston.

Duties:— Receive and process licensing and registration documentation for all three codes of racing. Assist the Racing Operations Officers in all activities relating to licensing, registration, handicapping and grading matters including data entry. Process, copy, file and distribute all race meeting, licensing and registration and associated information, correspondence and other documentation by way of various media. Maintain and interrogate racing industry databases to produce reports. Undertake typing of correspondence, transcripts, reports and documents, including the drafting of routine correspondence for the Racing Operations Manager, Officers and other staff as required. Assist with the collection, input and reporting of financial information including processing bookmaker taxation returns and preparation of reconciliations. Compile and maintain statistical information. Undertake telephone and counter enquiries including acceptance and receipting of monies and provide a sensitive and confidential reception service. Update RST website with documents, news items and other relevant information. Receive and process nominations, acceptances and results of harness and greyhound codes.

Desirable Requirements:—A current driver's licence.

Enquiries to Shane Spilsbury, Racing Operations Officer, Department of Infrastructure, Energy and Resources, 2nd Floor, Henty House, Civic Centre Launceston, phone (03) 6336 2464, email [Shane.Spilsbury@dier.tas.gov.au](mailto:Shane.Spilsbury@dier.tas.gov.au).

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

## INFRASTRUCTURE, ENERGY AND RESOURCES

## ROADS AND TRAFFIC

*Traffic and Infrastructure****Administrative Assistant (372104).***

Applications Close:—Friday, 3 December 2010.

Salary:—\$43,406 – \$47,341 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term full-time As soon as possible to 21/02/2012.

Location:—Hobart.

Duties:-

Provide administrative and secretarial support including organising meetings and agendas, taking minutes, and co-ordinating travel, conference and seminar arrangements.

Undertake general office duties including word processing, filing, faxing, photocopying, and liaising with Corporate Information Services.

Provide high level customer and client service as the first point of contact for the Branch.

Co-ordinate the flow of information for the Branch, including

staff attendance records, the approvals database, and internal and general correspondence, using a range of information technology applications.

Track Branch correspondence and Ministerials, including monitoring and reporting to the Executive Officer Business Services.

Undertake purchasing duties, including the procurement of supplies, invoicing and the use of the Agency's Finance system.

Co-ordinate use of Branch facilities, including maintaining meeting room and car booking systems, arranging vehicle and equipment servicing, and facilitating use of teleconferencing equipment.

Undertake other relevant tasks as required.

Enquiries to Janine Armstrong, Executive Officer Business Services, Department of Infrastructure, Energy and Resources, 10 Murray Street, phone 6233 3013, email [Janine.Armstrong@dier.tas.gov.au](mailto:Janine.Armstrong@dier.tas.gov.au).

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

## INTEGRITY COMMISSION

***Deputy CEO (Director of Operations) (356193).***

Applications Close:—Friday, 3 December 2010.

Salary:—\$110,455 – \$127,024 p.a.

Tasmanian State Service Award, General Stream, Band 9.

Permanent full-time 73.50 hours per fortnight.

Location:—Hobart.

Oversight and manage assessments and investigations and review investigations under the Integrity Commission Act 2009, particularly investigations of a more complex and sensitive nature and ensure that these are performed efficiently and effectively in accordance with the highest ethical and professional standards. Play a leadership role in the formulation and implementation of the Commission's strategic, business and operational plans.

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

Essential Requirements:—Experience in complaint assessment/handling and the conduct and review of internal investigations.

The appointee must satisfy a pre-employment check in the following areas: Criminal Activity: Arson and fire setting, violent crimes and crimes against the person, sex related offences, drug and alcohol related offences, crimes involving dishonesty, crimes involving deception, making false declarations, malicious damage and destruction to property, serious traffic offences, crimes against public order or relating to the Administration of Law and Justice, crimes against Executive or the Legislative Power and crimes involving conspiracy. Disciplinary/managerial action in previous employment. Identification check. Satisfy a stringent security vetting process in accordance with national standards.

Desirable Requirements:—Tertiary qualifications in a



relevant discipline. Recent operational experience at a senior level in an Australasian integrity, law enforcement or similar agency. Experience in managing major investigations involving the use of covert methodologies and electronic evidence collection.

Enquiries to Barbara Etter, Chief Executive Officer, Integrity Commission, phone (03) 6216 4447, fax (03) 6233 7215, email [barbara.etter@integrity.tas.gov.au](mailto:barbara.etter@integrity.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 Katrina Aird on (03) 6216 4409.

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

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

## JUSTICE

### COMMUNITY CORRECTIONS

#### **Probation Officer (354482).**

Applications Close:—Friday, 3 December 2010.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time 73.5 hours per fortnight.

Location:—Southern Region.

Duties:—Conduct interviews and undertake assessments of offenders in order to provide accurate and timely advice to the Courts and the Parole Board in accordance with statutory requirements. Identify and explore offending behaviours with the aim of assisting offenders to reduce the risk of re-offending.

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

Desirable Requirements:—A relevant tertiary or industry qualification. A current driver's licence.

Information for Applicants:—All Probation Officer applicants are required to undergo psychological and aptitude testing as part of the selection process.

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

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

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

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

## JUSTICE

### WORKPLACE STANDARDS TASMANIA

#### *Building Control*

#### **Project Manager (356082).**

Applications Close:—Friday, 3 December 2010.

Salary:—\$83,867 – \$91,369 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time working 73.50 hours per fortnight.

Location:—Rosny.

Duties:—Manage priority projects for Workplace Standards Tasmania. Provide high level expert advice and support to the Director of Building Control on all aspects of policy development and project management. Represent the department at appropriate forums, both within and external to the Agency and across all spheres of government.

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

Enquiries to Kerrie Crowder, Director Building Control, Workplace Standards Tasmania, Department of Justice, phone (03) 6233 7692, email [kerrie.crowder@justice.tas.gov.au](mailto:kerrie.crowder@justice.tas.gov.au).

Applications to Human Resources, Recruitment and Establishment, Department of Justice, G.P.O. Box 825 Hobart 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 Jenny Ratcliffe on (03) 6233 7692 or email [jenny.ratcliffe@justice.tas.gov.au](mailto:jenny.ratcliffe@justice.tas.gov.au).

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

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

## POLICE AND EMERGENCY MANAGEMENT

#### **Fixed-term Employment Registers (DPEM).**

Applications Close:—Monday, 30 April 2012.

Salary:—See Below.

Register.

Location:—Statewide.

Searson Buck Pty Ltd are currently contracted to manage Statewide fixed term employment registers for positions arising in the Department of Police and Emergency Management.



Applications are invited from persons interested in being considered for full-time, part-time or casual employment in Fixed-term positions for periods of up to 12 months. Vacancies arise from time to time in a variety of locations throughout Tasmania in the categories of employment listed below. These are not actual vacancies, but a guide to positions that may potentially become available.

**Categories of Employment.**

**Administrative Assistant.**

Duties may vary but can include keyboarding and data entry duties, providing administrative support and reception.

Salary Range: \$50,815–\$55,312 per annum: Tasmanian State Service Award 2008, Band 3.

**Clerical Support Officer.**

Duties vary accordance to the position and may include keyboard, data entry and reception duties.

Salary Range: \$34,815–\$43,365 per annum: Tasmanian State Service Award, Band 1.

**Clerical Support Officer.**

Providing clerical support including keyboard duties, data retrieval, filing and general office duties.

Salary Range: \$44,925–\$48,998 per annum: Tasmanian State Service Award, Band 2.

**Telephonist.**

Duties include operation of a switchboard on a part-time shift basis in accordance with a roster which includes public holidays.

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

**Utility Officer.**

Duties include undertaking cleaning and minor maintenance of buildings and grounds, and cleaning and minor servicing of Departmental vehicles.

Salary: \$44,925–\$48,998 per annum, Tasmanian State Service Award, Band 2.

**Call Centre Operator.**

Duties include operation of a computer-based recording system based on various data and voice systems, including entering and extracting data. Duties also include performance of associated clerical duties whilst ensuring the accuracy of data being entered, and attendance to telephone and other requests for information. 24-hour coverage and associated shift work will be required.

Salary Range: \$44,925–\$48,998 per annum, Tasmanian State Service Award, Band 2.

**Public Enquiries Officer.**

Duties include the provision of high level customer service at the public enquiries counter, clerical, keyboard and administrative support to the Officer-in-Charge and police personnel as well as clerical support or relief elsewhere within the police division.

Salary Range: \$50,815–\$55,312 per annum, Tasmanian State Service Award, Band 3.

**Information Communication Technology Officer (ICT1).**

Duties include undertaking a range of tasks associated with the analysis, design, programming, testing, implementation, maintenance and enhancement of business information systems and supporting technology.

Salary Range: \$44,925–\$65,968 per annum, Computer System Officers, Tasmanian State Service Award ICT 1.

**Mechanic.**

Duties include undertaking an efficient and effective repair

and maintenance service for a wide range of police vehicles, including motor cycles, trailers and ancillary equipment.

Salary: \$50,815–\$55,312 per annum, Tasmanian State Service Award, Band 3.

**Communications Technical Officer.**

Duties include installation, testing and maintenance of radio and telecommunications systems together with other specialist electronic/electrical equipment and associated administrative and project management functions, working with modern specialised and complex technology.

Salary Range: \$44,925–\$48,998 per annum, Tasmanian State Service Award, Band 2.

**Laboratory Technical Officer.**

Duties include conducting biological examination of forensic evidence items and undertaking analytical and technical work requiring the application of standard methods and practices as part of the operation of Forensic Science Service Tasmania.

Salary Range: \$44,925–\$48,998 per annum, Tasmanian State Service Award, Band 2.

**Clerk (Tasmania Fire Service).**

Duties include providing relief for the Receptionist and Information Records Section as well as providing administrative, clerical and keyboard support to the regional office through the use of spreadsheets and databases as required.

Salary Range: \$47,621, \$51,938 (includes 6% Finance and Admin EBA), Tasmanian State Service Award, Band 2.

**Clerk, Finance (Tasmania Fire Service).**

Duties vary in accordance to the position and may include keyboard entry, reception functions, data entry, maintaining accounting records, preparing financial records, performing various reconciliations as well as providing administrative/clerical support.

Salary Range: \$53,864–\$58,631 (includes 6% Finance and Admin EBA), Tasmanian State Service Award, Band 3.

**Clerical Support Officer (Tasmania Fire Service).**

Duties include providing clerical support and/or financial services during position vacancies, for the various sections within Corporate Services, Community Fire Safety and the Operations division. Tasks include reception duties, maintaining business files, reviewing office procedures and assisting with the preparation of financial orders and invoices.

Salary Range: \$47,621–\$51,938 (includes 6% Finance and Admin EBA), Tasmanian State Service Award, Band 2.

**Stores Clerk (Tasmania Fire Service).**

Duties include ordering and receiving goods into our main store in Hobart as well as maintaining a perpetual stock inventory and undertaking investigations, research and preparation of financial reports based on stock reconciliation.

Salary Range: \$47,621–\$51,938 (includes 6% Finance and Admin EBA), Tasmanian State Service Award, Band 2.

**Maintenance Officer (Tasmania Fire Service).**

Duties include providing a building construction, repair and maintenance service to the region. Specific tasks consist of erection of steel frame buildings, reading and interpreting building plans as well as purchasing and maintaining an accurate inventory of purchases.

Salary Range: \$53,864–\$58,631 (includes 6% Finance and Admin EBA), Tasmanian State Service Award, Band 3.

**Support Officer, Communications Services (Tasmania Fire Service).**

Duties include the provision of clerical support to Communications Services through the preparation and

processing of job sheets, financial transactions and equipment requests whilst maintaining the communications store.

Salary Range: \$53,864–\$57,967 (includes 6% Finance and Admin EBA), Tasmanian State Service Award, Band 3.

**Communication Technician C (Tasmania Fire Service).**

Duties include installation and maintenance of mobile equipment; alarm monitoring, control centre, communication and power supply systems as well as maintaining technical documentation for all communication networks including equipment data and fault sheets.

Salary Range: \$53,254–\$57,967 (includes 4.8% Communications EBA) Tasmanian State Service Award Band 3.

**Fire Equipment Officer (Battery Replacement) (Tasmania Fire Service).**

Duties include replacement of smoke alarm batteries at specific elderly and disabled persons unit whilst maintaining accurate records of work completed.

Salary Range: \$25.42 per hour (includes 20% loading) Tasmanian Fire Fighting Industry Employees Award + EB, Band Level, Trainee Fire Equipment Officer (+20%).

**Appliance Fabrication/Maintenance Technician (Tasmania Fire Service).**

Duties vary in accordance to the position and may include the development, fabrication and refurbishment of fire appliances and associated equipment, or, the provision of mechanical assistance in order to maintain fire appliances and associated equipment to emergency service standards.

Salary Range: \$54,118–\$58,907 (includes 6.5% Engineering Services EBA), Tasmanian State Service Award, Band 3.

**Communications Officer (Tasmania Fire Service) (Fixed Term and Casual).**

Duties include monitoring and operating emergency dispatch systems to mobilise fire services resources state-wide, responding to general enquiries and entering data to produce reports and summaries as required. The position is part of a team that provides a highly efficient communications centre for the Tasmania Fire Service.

Salary Range: \$47,741–\$58,907 Tasmanian State Service Award 2008.

Salary Range: \$29.63 per hour (Casual).

Further Information:—If you wish to be considered for any potential vacancies for any of the listed categories of employment you should contact Searson Buck to register your interest. The employment agency will provide advice on the management of the register, the information they require and the process for registration.

The registers will remain open to applicants at all times until 30 April 2012 and will be reviewed on a regular basis.

Applications and Enquiries to:—Searson Buck, 183 Macquarie Street, Hobart, TAS 7000. To apply online go to [www.searsonbuck.com.au](http://www.searsonbuck.com.au) (and register under the candidates tab). Alternatively for enquiries, please phone (03) 6223 3055, or fax (03) 6223 3099.

Searson Buck, 30 Brisbane Street, Launceston, TAS 7250. To apply online go to [www.searsonbuck.com.au](http://www.searsonbuck.com.au) (and register under the candidates tab). Alternatively for enquiries, please phone (03) 6333 3888, or fax (03) 6333 3899.

Searson Buck, 1/10 Wilson Street, Burnie, TAS 7320. To apply online go to [www.searsonbuck.com.au](http://www.searsonbuck.com.au) (and register under the candidates tab). Alternatively, for enquiries, please phone (03) 6431 5155, or fax (03) 6431 5166.

Searson Buck, 1st floor Bass House, 21 Best Street, Devonport, TAS 7310. To apply online go to

[www.searsonbuck.com.au](http://www.searsonbuck.com.au) (and register under the candidates tab). Alternatively, for enquiries, please phone (03) 6423 1311, or fax (03) 6423 1844.

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

**POLICE AND EMERGENCY MANAGEMENT**

**CORPORATE SERVICES**

*Information Technology Services*

**Information Communications Technology Officer (ICT3) (003074).**

Applications Close:—Friday, 3 December 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, ICT Level 3.

Permanent full-time.

Location:—Hobart.

Duties:—Responsible for administration and deployment of Microsoft Windows and Apple technologies and the determination and application of policy, mentoring of less experienced staff and providing specialist technical advice to senior IT managers, including liaison with vendors, clients and management. Manage technical teams and undertake the management of sub-projects.

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

Qualifications and Experience:—Industry experience and a diploma, advanced diploma or degree, in information technology or, industry certifications/qualifications across a number of information technology disciplines.

Employees employed within the Information Technology Branch will be required to undertake a criminal conviction check and a high level security check on a recurrent basis.

Enquiries to Mr Alex Lee, Manager, IT Infrastructure, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, 7001, phone (03) 6230 2456, email [Alex.Lee@police.tas.gov.au](mailto:Alex.Lee@police.tas.gov.au).

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

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

## POLICE AND EMERGENCY MANAGEMENT

## EXECUTIVE SUPPORT

*Social Policy and Reporting Services***Graduate Program for People with Disabilities, Graduate Officer (003100).**

Applications Close:—Friday, 10 December 2010.

Salary:—\$49,097 – \$59,113 p.a.

Tasmanian State Service Award, Graduate.

Fixed-term full-time for 24 months.

Location:—Hobart.

Duties:—Assist the Manager and Senior Policy Officers, Social Policy and Research Services to undertake research and consultation for the development of social policy within the Department of Police and Emergency Management.

Assist the Managers/Policy Officers to report on a range of issues by preparing briefings, minutes, correspondence and reports.

Assist the Executive Support Managers and Inspectors by undertaking research on a variety of topics, as requested.

Provide administrative support to the Manager, Social Policy and Reporting Services and Senior Policy and Research Officers with research activities involved in policy development initiatives.

Provide administrative and project support to a range of programs within Executive Support.

Liaise and consult with internal stakeholders.

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

## POLICE AND EMERGENCY MANAGEMENT

## STATE EMERGENCY SERVICE

*Southern Region***Regional Manager (002840).**

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:—Provide management and leadership for the activities of a Regional Office of the State Emergency Service (SES) to ensure the provision of effective and efficient services within that Region. Initiate, lead and support the development and maintenance of emergency management arrangements within the Region.

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

Enquiries to Ms Elke Browne, Assistant Director, State Emergency Service, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, TAS, 7001, phone (03) 6230 2705, email [elke.browne@ses.tas.gov.au](mailto:elke.browne@ses.tas.gov.au).

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

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

## POLICE AND EMERGENCY MANAGEMENT

## TASMANIA FIRE SERVICE

*Northern Region***Station Officer Northern Region (520271).**

Applications Close:—Monday, 6 December 2010.

Salary:—\$76,386 p.a.

Tasmania Fire Fighting Industry Employees Award 2000, Station Officer.

Permanent full-time.

Location:—Northern Region.

Duties:—Manage assigned personnel and physical resources to provide effective emergency response and community preparedness, including the supervision of operations at emergency incidents and implementation of community fire safety and education programs.

Essential Requirements:—Tasmanian Fire Fighting Industry Employees Award 2000 (or equivalent) qualifications for appointment/promotion to the rank of Station Officer.

These qualifications require the acquisition of competencies required by the TFS up to and including Leading Firefighter and evidence of current competence for those competencies.

Desirable Requirements:—Meet the medical requirements of the TFS; Have a high standard of health and fitness; Able to work at heights or in confined spaces; Hold a current driver's licence with 'MR' endorsement.

To be considered for an interview an applicant must address each of the selection criteria outlined in the Statement of Duties. An Application for Employment is to be completed and forwarded with your application. Statement of Duties including selection criteria and Application for Employment form is available from Jeff Harper on (03) 6336 5602 or from [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au).

Enquiries to Jeff Harper on (03) 6336 5602.

Applications to Tasmania Fire Service, G.P.O. Box 1526, Hobart, 7001 or fax (03) 6234 6647 or email [fire@fire.tas.gov.au](mailto:fire@fire.tas.gov.au).

## PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

## BIOSECURITY AND PRODUCT INTEGRITY

*Quarantine Services***Program Co-ordinator (702567).**

Applications Close:—Friday, 3 December 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.

**Please Note:** Although the vacancy is initially based in Hobart, this could change to Devonport or Launceston depending on shipping and airline schedules in those regions. Notwithstanding this, relief work, possibly at short notice will be required in approved import/export inspection facilities and other areas as required.

The successful applicant will be required to work in accordance with an approved roster. This roster includes a variety of work patterns, which necessitate work outside normal Departmental hours. This includes weekend, public holidays, on call and occasional return to work at short notice. Work patterns are also dictated by seasonal and other external demands.

Please include a copy of your qualifications including academic transcript.

**Duties:**—Provide technical support to manage the risk of the incursion of exotic pests and diseases by maintaining a strong quarantine presence at all major sea and airports around the State through effective implementation of quarantine barrier and passenger processing. Carry out regulatory and compliance activities according to the relevant State and Commonwealth legislation. Conduct pest and disease surveys in order to provide sound technical advice on the quarantine pest and disease status of Tasmania. Provide quarantine and market access information to government, industry groups and the community as required. Facilitate trade by assisting in the development of market access submissions and delivering a comprehensive and up-to-date quarantine awareness program to facilitate compliance.

**Essential Requirements:**—An AQF Certificate IV in Government (Statutory Investigation and Enforcement) Quarantine, or an equivalent qualification with significant course content in the plant/animal/health science area, provided by either a university, a vocational education organisation or a registered and accredited training provider.

The person nominated is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following check is to be conducted: satisfactory security clearance as required by airport authorities.

Enquiries to Megan Flanagan, phone (03) 6233 3528, email [megan.flanagan@dpiwwe.tas.gov.au](mailto:megan.flanagan@dpiwwe.tas.gov.au).

Applications to Sam Allen, Department of Primary Industries, Parks, Water and Environment, 3rd Floor, 163-169 Main Road, MOONAH, TAS, 7009.

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

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

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

##### BIOSECURITY AND PRODUCT INTEGRITY

##### *Quarantine Services*

#### ***Quarantine Officer (702306).***

Applications Close:—Friday, 3 December 2010.

Salary:—\$49,097 – \$53,441 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—Devonport.

Commencing salary within the above range will be

determined in accordance with qualifications and previous relevant experience.

**Please Note:** Although the vacancy is initially based in Devonport this could change to Launceston or Hobart depending on shipping and airline schedules in those regions. Notwithstanding this, relief work, possibly at short notice will be required in approved import/export inspection facilities and other areas as required.

The successful applicant will be required to work in accordance with an approved roster. This roster includes a variety of work patterns, which necessitate work outside normal Departmental hours. This includes weekend, public holidays, on call and occasional return to work at short notice. Work patterns are also dictated by seasonal and other external demands.

Please include a copy of your qualifications including academic transcript.

**Duties:**—To assist with managing the risk of the incursion of exotic pests and diseases by maintaining a strong quarantine presence at all major sea and airports around the State through effective implementation of quarantine barrier and passenger processing. Carrying out regulatory and compliance activities according to the relevant State and Commonwealth legislation. Conducting pest and disease surveys in order to provide sound technical advice on the quarantine pest and disease status of Tasmania. Providing quarantine and market access information to government, industry groups and the community as required. Facilitating trade by assisting in the development of market access submissions and delivering a comprehensive and up-to-date quarantine awareness program to facilitate compliance.

**Essential Requirements:**—An AQF Certificate IV in Government (Statutory Investigation and Enforcement) Quarantine, or an equivalent qualification with significant course content in the plant/animal/health science area, provided by either a university, a vocational education organisation or a registered and accredited training provider.

The person nominated is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following check is to be conducted: satisfactory security clearance as required by airport authorities.

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

Enquiries to Rick Eisenkoeck, phone (03) 6233 2474, email [rick.eisenkoeck@dpiwwe.tas.gov.au](mailto:rick.eisenkoeck@dpiwwe.tas.gov.au).

Applications to Sam Allen, Administration Officer (Quarantine), Department of Primary Industries, Parks, Water and Environment, 3rd Floor, 163-169 Main Road, Moonah, Tas, 7009.

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

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

##### WATER AND MARINE RESOURCES

##### *Water Management*

#### ***Water Management Officer (703054).***

Applications Close:—Friday, 3 December 2010.

Salary:—\$49,097 – \$79,912 p.a.

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

Fixed-term full-time for 18 months.



Location:—Hobart.

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

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

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

**Duties:**—Conduct hydrological and environmental assessments on proposed water allocations and the effective management of surface water flows. Provide advice and information on surface water licensing and allocation, including applications for water transfers and allocations, conditions on water licences, on streamflow management and on the development and review of policies related to these matters.

**Essential Requirements:**—A Degree in Science or Engineering, relevant to the professional duties to be undertaken, as provided by a university.

**Desirable Requirements:**—Several years experience in water resource management. A current motor vehicle driver's licence. Relevant post graduate studies.

Enquiries to Kris Andrews, phone (03) 6233 2584, email kris.andrews@dpiipwe.tas.gov.au.

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

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

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

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

##### PARKS AND WILDLIFE SERVICE

##### *Strategy and Sustainable Use*

#### **Historic Heritage Officer (335360).**

Applications Close:—Friday, 3 December 2010.

Salary:—\$49,097 – \$79,912 p.a.

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

Permanent full-time.

Location:—Hobart.

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

**Duties:**—To provide specialist heritage advice, facilitate and assist with the conservation, identification, protection and promotion of historic heritage values.

**Essential Requirements:**—A Degree in archaeology, architecture, history or cultural heritage management, relevant to the professional duties to be undertaken, as provided by a university.

**Desirable Requirements:**—A current motor vehicle drivers' licence. Several years post graduate experience in cultural heritage management.

Enquiries to Michael Nash, phone (03) 6233 2387, email mike.nash@dpiipwe.tas.gov.au.

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

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

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#### TASMANIAN AUDIT OFFICE

#### **Fixed-term Employment Register, Executive Officer Support (TAO-Generic).**

Applications Close:—Tuesday, 13 November 2012.

Salary:—\$49,097 – \$53,441 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Register.

Location:—Statewide.

The Tasmanian Audit Office has a small number of people providing the support services that enable the performance of the core business functions of the Agency. This role provides a broad range of administrative assistance with a focus on organising activities, providing records support and managing and producing communications and correspondence.

All applications should contain an Application Form, a CV and a statement of claims against the selection criteria.

**Further Information:**—This registers will remain open to applicants at all times until 13 November 2012 and will be reviewed on a regular basis. All applicants who have previously registered need not re-register.

Enquiries to Narelle Absolom, Senior Executive Officer Information Management, Tasmanian Audit Office, G.P.O. Box 851, Hobart, TAS 7000, phone (03) 6226 0100, fax (03) 6226 0199, email recruitment@audit.tas.gov.au.

#### THE SKILLS INSTITUTE

##### OPERATIONS

##### *Construction*

#### **Store Person (331394).**

Applications Close:—Friday, 3 December 2010.

Salary:—\$33,637 – \$41,899 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term full-time (2 years) January 2011 to January 2013.

Location:—South.

**Duties:**—To provide general support to the Unit Leader and Teachers engaged in the delivery of the Carpentry and Joinery program requiring routine manual tasks in the operation and maintenance of the tool store and student files/resources.

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

**Desirable Requirements:**—Knowledge and/or experience in the relevant industry.

Enquiries to Andrew Mellas, Unit Leader, The Skills Institute, phone (03) 6245 8158, mobile 0437 675 811, email Andrew.Mellas@skillsinstitute.tas.edu.au.

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

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

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

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

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

## TREASURY AND FINANCE

### BUDGET AND FINANCE DIVISION

#### *Procurement and Property Branch*

#### **Principal Contracts Officer (722809).**

Applications Close:—Friday, 10 December 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

Duties:—As a member of the Contract Management Unit, this position will assist with the management of a number of whole-of-Government contracts for the provision of goods and services to agencies. This includes preparing and undertaking tenders, contract negotiations, ongoing contract management tasks and the provision of advice to internal and external stakeholders.

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

sound communication, negotiation and relationship management skills; the ability to understand complex issues and identify possible solutions; and the ability to manage own and others' outputs to meet strict deadlines, and work effectively in a team environment.

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

Enquiries to Brian Mignot, Manager, Contracts, Procurement and Property Branch, Department of Treasury and Finance, phone (03) 6233 3673, email [brian.mignot@treasury.tas.gov.au](mailto:brian.mignot@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.

## TREASURY AND FINANCE

### CORPORATE SUPPORT DIVISION

#### *Information Systems Branch*

#### **Information and Communication Technology Officer— 2 Vacancies.**

Applications Close:—Friday, 3 December 2010.

Salary:—\$43,406 – \$63,737 p.a.

Tasmanian State Service Award, ICT Level 1 Technician.

Vacancy No. 724245.

Fixed-term full-time as soon as possible for a period of six months.

Location:—Hobart.

Vacancy No. 724246.

Fixed-term full-time as soon as possible for a period of six months.

Location:—Hobart.

Duties:—The Infrastructure Support Unit is seeking a staff member who has a broad range of technical competencies and possesses the flexibility to undertake a wide range of technical and system support tasks relating to the Department's IT systems infrastructure.

In the context of the selection criteria, to be successful in the position applicants will have:—a passion for dealing with and helping other people; an analytical mind and an aptitude for solving technical problems; be able to manage multiple tasks at once and set sensible priorities for these tasks and an aptitude for working with information and communication technology.

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

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

### EDUCATION

#### POST-YEAR 10

#### **Deputy Secretary (Post-Year 10) (964700).**

Applications Close:—Friday, 3 December 2010.

Salary:—\$182,947 – \$210,390 p.a.

Senior Executive, Level 4.

Fixed-term full-time Senior Executive Contract position for a maximum of five years.

Location:—Region, South.

Relocation expenses may apply for the successful applicant.

Description of the Role:—Lead and co-ordinate the strategic planning and policy development framework for Post Year 10 education and training in Tasmania. Provide educational leadership and management of the educational programs and services of the Department provided through the Department's Post-Year 10 Education and Training Reforms and related services. Provide high level advice on the administration, development and delivery of the Department's educational programs to the Secretary.

Desirable Requirements:—Relevant tertiary qualifications.

A senior executive with a proven record of management in a large private or public sector organisation.

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. 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 Beata Smietanski, phone 6233 7060 or email [beata.smietanski@education.tas.gov.au](mailto:beata.smietanski@education.tas.gov.au).

Enquiries to Jenny Gale, Secretary, Department of Education, phone (03) 6233 7060, email [jenny.gale@education.tas.gov.au](mailto:jenny.gale@education.tas.gov.au).

Applications to HR Staffing and Establishment 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

### POST-YEAR 10

#### *Academy*

#### **General Manager (Academy) (964701).**

Applications Close:—Friday, 3 December 2010.

Salary:—\$144,694 – \$166,398 p.a.

Senior Executive, Level 3.

Fixed-term full-time Senior Executive Contract position for a maximum of five years.

Location:—The location of this position is in Hobart.

Relocation expenses may apply for the successful applicant.

Description of the Role:—As executive officer of the Tasmanian Academy, provide leadership of and strategic direction to all operational activities throughout the Academy and composite colleges, including determining policy, development of innovative, quality services, driving change initiatives and integration of related activities. Lead and direct the formulation, development and implementation of strategies and associated planning as part of the overall Strategic Leadership Group of the Department of Education.

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

Desirable Requirements:—Relevant tertiary qualifications.

A senior executive with a proven record of management in a large private or public sector organisation.

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. 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 Beata Smietanski, phone 6233 7060 or email [beata.smietanski@education.tas.gov.au](mailto:beata.smietanski@education.tas.gov.au).

Enquiries to Jenny Gale, Secretary, Department of Education, phone (03) 6233 7060, email [jenny.gale@education.tas.gov.au](mailto:jenny.gale@education.tas.gov.au).

Applications to HR Staffing and Establishment 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

### POST-YEAR 10

#### *Polytechnic*

#### **General Manager (Polytechnic) (964702).**

Applications Close:—Friday, 3 December 2010.

Salary:—\$144,694 – \$166,398 p.a.

Senior Executive, Level 3.

Fixed-term full-time Senior Executive Contract position for a maximum of five years.

Location:—The location of this position is in Hobart.

Relocation expenses may apply for the successful applicant.

Description of the Role:—As executive officer of the Tasmanian Polytechnic, provide leadership of and strategic direction to all operational activities throughout the Polytechnic, including determining policy, development of innovative, quality services, driving change initiatives and integration of related activities. Lead and direct the formulation, development and implementation of strategies and associated planning as part of the overall Strategic Leadership Group of the Department of Education.

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

Desirable Requirements:—Relevant tertiary qualifications.

A senior executive with a proven record of management in a large private or public sector organisation.

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. 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 Beata Smietanski, phone 6233 7060 or email [beata.smietanski@education.tas.gov.au](mailto:beata.smietanski@education.tas.gov.au).

Enquiries to Jenny Gale, Secretary, Department of Education, phone (03) 6233 7060, email [jenny.gale@education.tas.gov.au](mailto:jenny.gale@education.tas.gov.au).

Applications to HR Staffing and Establishment 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).

## Staff Movements

### *Permanent Appointments*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	Human Resources Administrative Trainee	J. McGuire	6 months	29.11.10
Education	Teacher Aide Special - Clarendon Vale Primary School	D. Edmond	6 Months	11.11.10
Education	Teacher Aide Special - Mountain Heights School	S. Clarke	6 Months	05.11.10
Education	Teacher Aide Special - Mountain Heights School	D. Martin	6 Months	05.11.10
Education	Customer Service Officer - George Town Library	H. Latham	6 Months	03.11.10
Education	Customer Service Officer - Regional Services and Support North	L. Cooper	6 Months	09.11.10
Education	Conservation Officer - Tasmanian Archive & Heritage Office	M. Bijelic	6 Months	01.11.10
Education	Cleaner - Longford Library	J. Simmons	6 Months	12.11.10
Education	Teacher Aide General IT Support - Latrobe High School	M. Adams	6 Months	25.10.10
Education	Autism Consultant	K. Harth	6 Months	11.11.10
Education	Customer Service Officer - Hobart LINC	M. Sward	6 Months	25.10.10
Health & Human Services	Director of Nursing	C. Schafer	6 months	30.11.10
Health & Human Services	HRS Client Services Officer	R. Thomas	6 months	22.11.10
Health & Human Services	Registered Nurse	A. Sayer	6 months	14.11.10
Health & Human Services	Care Package Coordinator	K. Szymanski	6 months	29.11.10
Health & Human Services	Support Officer PAS	H. Graafland	6 months	29.11.10
Health & Human Services	Senior Physiotherapist - Orthopaedics	W. Chappell	6 Months	08.11.10
Health & Human Services	Project Manager (NHHR)	A. Spencer	6 months	25.11.10
Health & Human Services	Coordinator Volunteer Strategy	D. Godfrey-Smith	6 months	16.11.10
Health & Human Services	Support Officer PAS	S. Dawe	6 months	18.11.10
Health & Human Services	Registered Nurse	A. Richardson	6 months	15.11.10
Health & Human Services	Records Manager	L. Welling	6 Months	15.12.10
Health & Human Services	Registered Nurse	G. Headley	6 months	14.11.10
Health & Human Services	Pharmacist - Early Intervention Interdisciplinary Service	S. Sathique	6 months	01.12.10
Health & Human Services	Senior Client Services Officer	T. Lovell	6 months	22.11.10
Health & Human Services	Registered Nurse	R. Jordan	6 months	14.11.10
Infrastructure, Energy & Resources	School Crossing Patrol Officer	A. Jones	6 months	17.11.10
Infrastructure, Energy & Resources	Senior Electrical Technician	L. Jessup	6 months	09.11.10
Primary Industries, Parks, Water & Environment	Marketing and Events Officer	S. Rodriguez	3 months	29.11.10
Primary Industries, Parks, Water & Environment	Policy Officer	T. Jackson	6 months	22.11.10
Port Arthur Historic Site Management Authority	Cook	C. Richards	6 months	15.11.10
Public Trustee	Client Account Manager	D. Symons	6 months	15.11.10
Tasmanian Polytechnic	Youth Worker	R. Nayler	3 Months	06.11.10
Tasmanian Polytechnic	Teacher	M. Brown	3 Months	06.11.10
Tasmanian Polytechnic	Teacher	S. Mills	3 Months	06.11.10

### *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>
Integrity Commission	Receptionist	C. Foreman	2 years	08.11.10



*Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	S. Kerr	Senior Property Officer	11.11.10
Education	L. Prince	Advanced Skills Teacher - Oatlands District High School	01.11.10
Education	H. Booth	Resource and Budget Analyst Salary & Workforce Management	13.11.10
Education	K. Strikis	Resource and Budget Analyst - Budget and Resource Services	15.11.10
Education	F. Vass	Senior RIMS Quality Assurance Officer	15.11.10
Education	J. Miller	Senior Systems Officer - Corporate Systems	19.10.10
Education	M. Jenkins	IT Support Officer North - Schools and Client IT Support - Information and Technology Services	15.11.10
Education	S. Lewis	Lead Principal - Bridgewater Federation	18.10.10
Education	J. Palmer	Education Review Officer - Education Performance Service	11.11.10
Education	J. Ashton	Advanced Skills Teacher - Penguin Primary School	11.11.10
Health & Human Services	Y. Lovell	Support Officer PAS	29.11.10
Health & Human Services	S. Gray	Manager State-wide Maintenance Services	09.11.10
Health & Human Services	K. Bourke	Support Officer PAS	18.11.10
Health & Human Services	R. Heron	Senior Client Services Officer	22.11.10
Health & Human Services	K. Owen	Registered Nurse	28.11.10
Health & Human Services	I. Phillips	Nurse Unit Manager	21.10.10
Health & Human Services	J. Stevenson	Business Development Officer	13.10.10
Justice	K. Fyfe	Administrative Officer	23.11.10
Primary Industries, Parks, Water & Environment	J. Neasey	Field Officer	17.11.10

*Resignation of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Teacher Aide General	S. Cargill	03.09.10
Education	Teacher	R. Mayne	28.10.10
Education	Teacher	A. Hart	03.09.10
Health & Human Services	Food Services Officer	L. Hoddy	19.11.10
Health & Human Services	Food Services Officer	P. Stocks	19.11.10
Health & Human Services	Manager - Service Development and Training	J. Davies	18.11.10
Health & Human Services	Support Worker	D. Hincks	29.10.10
Health & Human Services	Registered Nurse	D. Stoehr	16.11.10
Health & Human Services	Professional Officer	D. Pullen	15.11.10
Health & Human Services	Administration Assistant	K. Milgate	11.11.10
Health & Human Services	Telephonist	J. Gough	19.11.10
Health & Human Services	Community Health Nurse	C. Gillam	05.11.10
Health & Human Services	Manager Statewide Maintenance Services	R. Massie	15.11.10
Premier & Cabinet	Consultant	E. Laws	19.11.10
Public Trustee	Administrative Assistant	K. Bracken	18.11.10

*Appointment of Officers*

<i>Agency</i>	<i>Officers Name</i>	<i>Duties Assigned</i>	<i>Date of Appointment</i>	<i>Duration</i>
Premier & Cabinet	J. Clemes	Program Manager	11.11.10	Five years

*Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Education Facility Attendant	S. Fish	04.11.10
Education	Principal	J. Heron	03.09.10
Education	Teacher	E. de Little	31.08.10
Education	Principal	J. Dineen	17.09.10
Education	Advanced Skills Teacher	E. Webb	03.09.10
Education	Teacher	E. Reece	17.09.10
Education	Education Facility Attendant	B. Jenni	11.09.10
Education	Teacher	P. Routley	24.09.10
Education	Teacher	J. Lowe	04.09.10
Education	Teacher Aide General	D. Harrison	08.10.10
Education	School Administrative Clerk	D. Burgess	03.09.10
Education	School Administrative Officer	L. Power	18.10.10
Education	Teacher	P. Dobson	03.09.10
Health & Human Services	Registered Nurse	R. Dickerson	13.11.10

*Transfer of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Health & Human Services	J. Gough	Police & Emergency Management	Clerical Support Officer	23.11.10



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