



# TASMANIAN STATE SERVICE NOTICES

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OVER THE COUNTER  
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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.

## 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**

TAS 7001, phone (03) 6233 5601, 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

##### TOURISM TASMANIA

##### *Infrastructure and Industry*

#### **Head of Business Intelligence (425196)**

Applications Close:—Friday, 15 October 2010.

Salary:—\$93,755 - \$100,987 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Fixed-term full-time (2 years)

Location:—Hobart

Duties:—This position leads the Research and Business Intelligence sections and is responsible for the design, development and management of the business intelligence programme within Tourism Tasmania, that identifies and prioritises key information the tourism industry needs to improve strategic business decision making.

Desirable Requirements:—A degree or tertiary qualification in a relevant discipline. Proven management experience and achievement in a similar senior role.

Enquiries to Robyn Geason for a copy of the Statement of Duties on (03) 6230 8360 or email **robyn.geason@tourism.tas.gov.au** For further information regarding the vacancy, please contact , Claire Ellis, Department of Economic Development, Tourism and the Arts, phone (03) 6230 8359, email **claire.ellis@tourism.tas.gov.au**

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

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

#### ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

##### CORPORATE SUPPORT DIVISION

##### *Human Resources*

#### **HR Administrative Trainee (425194)**

Applications Close:—Friday, 15 October 2010.

Salary:—\$33,637 - \$41,899 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Permanent full-time

Location:—Hobart

Duties:—Provide recruitment, payroll and training and development related transactional processes and general administrative support services to contribute to the efficient and effective management of human resources within the department.

Provide administrative support and back up support for the Executive Assistant to the Director of Corporate Support.

Enquiries to Karen Dabner, Manager Organisational Development, phone (03) 6233 9537, email **karen.dabner@development.tas.gov.au**

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, GPO Box 646, Hobart,

##### EDUCATION

##### COMMUNITY KNOWLEDGE NETWORK

#### **LINC Services Co-ordinator, Literacy—4 Vacancies**

Applications Close:—Friday, 22 October 2010.

Salary:—\$70,028 - \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Vacancy No. 700451.

Permanent full-time

Location:—Hobart

Vacancy No. 700537.

Permanent full-time

Location:—Glenorchy

Vacancy No. 700447.

Permanent full-time

Location:—Launceston

Vacancy No. 700568.

Permanent full-time

Location:—Launceston

Literacy co-ordinators work with people from all walks of life. They work with a team of motivated and supportive volunteers to help people achieve their learning and life goals. They develop, implement and monitor programs and services

through partnerships with others to build adult literacy skills in communities and in workplaces.

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

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

**Desirable Requirements:**—Appropriate academic/professional qualifications.

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

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

#### South

Enquiries to Jane McGregor, Department of Education, for Hobart (700451) phone (03) 6233 9630, email jane.mcgregor@education.tas.gov.au

Enquiries to Mandy Oliver, Department of Education, for Glenorchy (700537) phone (03) 6233 8661, email mandy.oliver@education.tas.gov.au

#### North

Enquiries to Lyn Edgar, Department of Education, for Launceston (700447 and 700568) phone (03) 6336 2743, email lyn.edgar@education.tas.gov.au

Applications to Establishment Recruitment and Reporting Services, Department of Education, GPO Box 169, Hobart, 7001, phone (03) 6233 7251, fax (03) 6233 0566, email recruitment@education.tas.gov.au

## EDUCATION

### COMMUNITY KNOWLEDGE NETWORK

#### **Literacy Co-ordinator—9 Vacancies**

Applications Close:—Friday, 22 October 2010.

Salary:—\$70,028 - \$82,717 pro rata.

Tasmanian State Service Award, General Stream, Band 6.

Vacancy No. 700555.

Permanent full-time

Location:—Bridgewater

Vacancy No. 700556.

Permanent full-time

Location:—Bridgewater

Vacancy No. 700558.

Permanent part-time for 58.8 hours per fortnight

Location:—New Norfolk

Vacancy No. 700561.

Permanent full-time

Location:—Sorell

Vacancy No. 700560.

Permanent part-time for 58.8 hours per fortnight

Location:—Scottsdale

Vacancy No. 700562.

Permanent part-time for 58.8 hours per fortnight

Location:—St Helens

Vacancy No. 700559.

Permanent full-time

Location:—George Town

Vacancy No. 700567.

Permanent part-time for 58.8 hours per fortnight

Location:—Queenstown

Vacancy No. 700566.

Permanent part-time for 58.8 hours per fortnight

Location:—Smithton

Literacy co-ordinators work with people from all walks of life. They work with a team of motivated and supportive volunteers to help people achieve their learning and life goals. They develop, implement and monitor programs and services through partnerships with others to build adult literacy skills in communities and in workplaces

**Description of the Role:**—Develop, implement, monitor and evaluate strategies to support adult and family literacy in Tasmanian communities, in consultation with Community Knowledge Network staff and community stakeholders.

**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:**—Qualifications and/or experience in adult and family literacy or relevant tertiary qualifications. 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.

#### South and South-East

Enquiries to Mandy Oliver, Department of Education, for Bridgewater (700555 and 70056) and New Norfolk (700558) phone (03) 6233 8661, email mandy.oliver@education.tas.gov.au

Enquiries to Rhona Lindsay, Department of Education, for Sorell (700561) phone (03) 6233 8410, email rhona.lindsay@education.tas.gov.au

#### North

Enquiries to Jan Stoessiger, Department of Education, for Scottsdale (700560) and St Helens (700562) phone (03) 6233 7918, email jan.stoessiger@education.tas.gov.au

Enquiries to Lyn Edgar, Department of Education, for George Town (700559) phone (03) 6336 2743, email lyn.edgar@education.tas.gov.au

#### North-West

Enquiries to Sue Howard, Department of Education, for Queenstown (700567) and Smithton (700566) phone (03) 6434 6311, email sue.howard@education.tas.gov.au

Applications to Establishment Recruitment and Reporting Services, Department of Education, GPO Box 169, Hobart, 7001, phone (03) 6233 7251, fax (03) 6233 0566, email recruitment@education.tas.gov.au

## EDUCATION

## COMMUNITY KNOWLEDGE NETWORK

*Resource Discovery and Collections*

## Systems Support and Development

**Librarian, Systems Support and Development (700189)**

Applications Close:—Friday, 15 October 2010.

Salary:—\$49,097 - \$79,912 p.a.

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

Fixed-term part-time 36.75 hours per week from as soon as possible until 26 March 2012

Location:—Region, South

Description of Role:—Provide general professional customer focused library and/or archival services or assist in the development and delivery of specialist library and information services, to a high standard of customer service.

Essential Requirements:—Degree or diploma in Librarianship or information studies at a recognised university or college of advanced education or a post graduate diploma in librarianship or information studies. Eligibility for admission to Associate membership of the Australian Library and Information Association (ALIA). The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:

Conviction check for: Crimes of violence, Sex related offences, Serious drug offences

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

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

For a copy of the Statement of Duties please contact Chris Seaman phone (03) 6233 7350 email [chris.seaman@education.tas.gov.au](mailto:chris.seaman@education.tas.gov.au)

Enquiries to Noelene Kelly, Department of Education, phone (03) 6233 7632, email [noelene.kelly@education.tas.gov.au](mailto:noelene.kelly@education.tas.gov.au)

Applications to Establishment Recruitment and Reporting Services, Department of Education, GPO 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

## COMMUNITY KNOWLEDGE NETWORK

*Tasmanian Archive and Heritage Office***Systems Support and Development Officer (700429)**

Applications Close:—Friday, 15 October 2010.

Salary:—\$54,106 - \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time

Location:—Tasmanian Archive and Heritage Office

Description of the Role:—Work with Systems Support staff to develop, provide, and maintain effective web and electronic services solutions to meet library needs. Advise on trends and developments in electronic service delivery.

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

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

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

Enquiries to Jan Lavelle, Department of Education, phone (03) 6233 4956, email [jan.lavelle@education.tas.gov.au](mailto:jan.lavelle@education.tas.gov.au)

Applications to Establishment Recruitment and Reporting Services, Department of Education, GPO 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)*

## Kings Meadows High School

**Advanced Skills Teacher, Kings Meadows High School (205351)**

Applications Close:—Friday, 15 October 2010.

Salary:—\$85,035 p.a.

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

Fixed-term full-time from 14 February 2011 until 20 December 2013

Location:—Kings Meadows High School

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

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

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

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



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

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

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

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

Applications to Establishment Recruitment and Reporting Services, Department of Education, GPO Box 169, Hobart, 7001, phone (03) 6233 7252, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au)

## EDUCATION

### LEARNING SERVICES

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

#### ***Autism Consultant, Special Ed Advisor (964241)***

Applications Close:—Friday, 15 October 2010.

Salary:—\$85,035 pro rata.

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

Fixed-term part-time 35 hours per fortnight from 14 February 2011 to 21 December 2012

Location:—Learning Services (North West), Student Support

Description of the Role:—Support Departmental staff on a statewide basis in relation to the assessment, educational programming and management of students with Autism Spectrum Disorder.

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 Bruce Cameron, Department of Education, phone (03) 6434 7222, email [bruce.cameron@education.tas.gov.au](mailto:bruce.cameron@education.tas.gov.au)

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

## EDUCATION

### LEARNING SERVICES

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

#### ***Co-ordinator, Physical Impairment (962481)***

Applications Close:—Friday, 15 October 2010.

Salary:—\$85,035 pro rata.

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

Fixed-term part-time 35 Hours per fortnight from 14 February 2011 to 21 December 2012

Location:—Learning Services North-West

Description of the Role:—Support departmental staff on a Learning Services basis in relation to educational support and management of students with Physical Impairment.

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 Bruce Cameron, Department of Education, phone (03) 6434 7222, email [bruce.cameron@education.tas.gov.au](mailto:bruce.cameron@education.tas.gov.au)

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

## EDUCATION

## LEARNING SERVICES

*Learning Services (North-West)*

## Rosebery District High School

***Principal, Rosebery District High School (200401)***

Applications Close:—Friday, 15 October 2010.

Salary:—\$102,245 p.a.

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

Fixed-term full-time from 1 January 2011 until 31 December 2013

Location:—Rosebery District High School

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

The successful applicant will be eligible to access the provisions of the Teaching Service (Tasmanian Public Sector) Principals Leadership Agreement 2005.

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

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

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

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

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

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

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

Applications to Establishment Recruitment and Reporting Services, Department of Education, GPO Box 169, Hobart, 7001, phone (03) 6233 7251, fax (03) 6233 0566, email recruitment@education.tas.gov.au

## EDUCATION

## LEARNING SERVICES

*Learning Services (North-West)*

## Rosebery District High School

***Teacher Aide General, Rosebery District High School (300627)***

Applications Close:—Friday, 15 October 2010.

Salary:—\$39,157 - \$42,242 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time 30 hours per fortnight for up to 42 weeks per year

Location:—Rosebery District High School

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

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

Desirable Requirements:—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 Alex Downes, Department of Education, phone (03) 6473 1223, email alex.downes@education.tas.gov.au

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

## EDUCATION

## LEARNING SERVICES

*Learning Services (North-West)*

## Student Support

***Launching onto Learning Network Leader, Student Support (963510)***

Applications Close:—Friday, 15 October 2010.

Salary:—\$85,035 p.a.

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

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

Location:—Region, North West

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

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

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

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

checks are to be conducted: Conviction check for: Crimes of violence, Sex related offences, Serious drug offences.

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

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

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

Enquiries to Bruce Cameron, Department of Education, phone (03) 6434 7222, email [bruce.cameron@education.tas.gov.au](mailto:bruce.cameron@education.tas.gov.au)

Applications to Establishment Recruitment and Reporting Services, Department of Education, GPO 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)*

##### Student Support (South)

#### ***Bus Attendant, Southern Support School—2 Vacancies (953997 and 953991)***

Applications Close:—Friday, 15 October 2010.

Salary:—\$33,637 - \$41,899 pro rata.

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term part-time 40 hours per fortnight each vacancy from as soon as possible until 21 December 2011 for 40 weeks per year

Location:—Southern Support School

Description of Role:—Travel with students on school buses and supervise students with disabilities and/or developmental delays whilst they travel to and from school

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

Desirable Requirements:—Basic first aid skills.

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

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

For a copy of the Statement of Duties please contact Robyn Schreck phone (03) 6233 2100 email [robyn.schreck@education.tas.gov.au](mailto:robyn.schreck@education.tas.gov.au)

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

Applications to Establishment Recruitment and Reporting Services, Department of Education, GPO Box 169, Hobart, 7001, phone (03) 6233 7252, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au)

## EDUCATION

### LEARNING SERVICES

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

##### Bellerive Primary School

#### ***Teacher Aide Special, Bellerive Primary School (960543)***

Applications Close:—Friday, 15 October 2010.

Salary:—\$39,157 - \$42,242 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time 10 hours per fortnight for up to 42 weeks per year

Location:—Bellerive Primary School

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

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

Desirable Requirements:—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 Duncan Groves, Department of Education, phone (03) 6233 8432, email [duncan.groves@education.tas.gov.au](mailto:duncan.groves@education.tas.gov.au)

Applications to Establishment Recruitment and Reporting Services, Department of Education, GPO 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

#### *Programs, Personalised Learning*

##### Guaranteeing Futures

#### ***Manager Guaranteeing Futures, Learning Services South and South East (962382)***

Applications Close:—Friday, 15 October 2010.

Salary:—\$95,169 p.a.

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



Fixed-term full-time from as soon as possible until 19 September 2012

Location:—Region, South and South East

Description of Role:—Manage the development and implementation of policy initiatives relating to Tasmania: A State of Learning, in particular the Guaranteeing Futures element of the post-Year 10 education and training strategy. Manage the Guaranteeing Futures area team in the performance of its policy implementation and service delivery roles.

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:—Appropriate tertiary qualifications.

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

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

Enquiries to 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, GPO Box 169, Hobart, 7001, phone (03) 6233 7252, fax (03) 6233 0566, email recruitment@education.tas.gov.au

## EDUCATION

### LEARNING SERVICES

#### Tasmanian eSchool

#### Southern Campus

### **WITHDRAWN, Assistant Principal (Flexible Learning Tasmania) Tasmanian eSchool (964365)**

Applications Close:—Friday, 15 October 2010.

Salary:—\$95,169 p.a.

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

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

Location:—Tasmanian eSchool Southern Campus

Context:—Using the Statewide Schools Low SES School Communities National Partnerships resource, the Flexible Learning Tasmania (FLT) programme began in early 2010. FLT has two components: support and co-ordination to enable Tasmanian Government schools and Learning Services to develop and extend flexible learning opportunities for students; and implementation of a new Tasmanian eSchool which integrates and extends many of the existing services of the Online Learning Network and Distance Education Tasmania.

Description of the Role:—To assist the Principal Manager in the provision of expert services and support to Learning Services and schools as part of the Flexible Learning Tasmania program.

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

Current certificate of registration; or provision of registration in accordance with the provisions of the Teaching 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 Lyn Dunn, Department of Education, phone (03) 6233 7786, email lyn.dunn@education.tas.gov.au

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

## HEALTH AND HUMAN SERVICES

### **Registrar Recruitment Campaign Second Round 2011 (Various)**

Applications Close:—Friday, 29 October 2010.

Salary:—\$75,556 - \$89,685 p.a.

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

Fixed-term full-time 12 month program

Location:—North West Area Health Service (North West Regional Hospital and Mersey Community Hospital) and the Royal Hobart Hospital

Duties:—The Tasmanian Department of Health and Human Services is currently seeking Registrars to fill certain vacant positions for 2011. You will be supported by enthusiastic senior staff members and have exposure to a good range of clinical conditions and services. Tasmania offers a wonderful lifestyle in which to live and work, so come and join us.

North West Area Health Service are looking for Registrars interested in Emergency Medicine

Royal Hobart Hospital are looking for Registrars interested in Neurosurgery, Plastic and Reconstruction and Urology.

Contact:—North West Area Health Service email: cheryl.stewart@dhhs.tas.gov.au or phone (03) 6440 8000



Royal Hobart Hospital email: [stafflink@dhhs.tas.gov.au](mailto:stafflink@dhhs.tas.gov.au) or phone (03) 6222 8114

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

Enquiries to Natasha Atkinson, Department of Health and Human Services, email [natasha.atkinson@dhhs.tas.gov.au](mailto:natasha.atkinson@dhhs.tas.gov.au)

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

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## HEALTH AND HUMAN SERVICES

### AMBULANCE TASMANIA

#### ***Patient Transport Officer (516672)***

Applications Close:—Friday, 15 October 2010.

Salary:—\$42,877 - \$46,722 p.a.

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

Permanent full-time day work

Location:—Launceston

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

Enquiries to Matthew Eastham, Department of Health and Human Services, phone (03) 6336 5777, email [matthew.eastham@dhhs.tas.gov.au](mailto:matthew.eastham@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, GPO Box 125, Hobart 7001

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## HEALTH AND HUMAN SERVICES

### BUSINESS SERVICES NETWORK

#### *BSN HR Services*

#### Employee Health and Safety Services

#### ***Senior Client Services Officer (500440)***

Applications Close:—Friday, 15 October 2010.

Salary:—\$53,384 - \$62,872 p.a.

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

Permanent full-time day work

Location:—Hobart

Duties:—As part of a team, assist in the assessment, accurate processing and management of less complex workers compensation claims in conjunction with the Department's Injury Management Co-ordinators. Process timesheets and calculate and process payroll and prepare other documentation related to the employment benefits, conditions and entitlements of employees of the Agency regarding workers compensation payments on a statewide basis.

Desirable Requirements:—Experience in human resource functions, in particular knowledge and understanding of the workers compensation system in Tasmania and injury management. Knowledge and understanding of payroll processing, personnel functions and legislative provisions, including policies, guidelines and protocols covering workers compensation. Demonstrated experience and ability with an electronic payroll system (Empower, in particular) together with competency in the use of word processing, spreadsheet and database packages.

Enquiries to Jane Davies, Department of Health and Human Services, phone (03) 6233 2398, email [jane.davies@dhhs.tas.gov.au](mailto:jane.davies@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, GPO Box 125, Hobart 7001

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## HEALTH AND HUMAN SERVICES

### CHIEF HEALTH OFFICER

#### *Population Health*

#### ***Womens Health Officer (South) (501125)***

Applications Close:—Friday, 15 October 2010.

Salary:—\$53,384 - \$62,872 pro rata.

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

Fixed-term part-time day work for 38 hours per fortnight from As soon as possible for a period of 2 years

Location:—Hobart

Duties:—Under the general supervision of the Women's Health Co-ordinator for the South and in accordance with the national and state women's health policies, support the delivery of the Women's Health programme in the South of Tasmania.

Desirable Requirements:—Understanding of women's health issues and the needs of women with a diverse range of backgrounds; and the ability to work innovatively within a primary health care framework. High level interpersonal communication skills with a particular emphasis on negotiation and support. Demonstrated ability to conduct service planning, development, monitoring and evaluation.

Enquiries to Kelly Banister, Department of Health and Human Services, phone (03) 6222 7211, email [kelly.banister@dhhs.tas.gov.au](mailto:kelly.banister@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, GPO Box 125, Hobart 7001

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## HEALTH AND HUMAN SERVICES

## HUMAN SERVICES

*Disability, Child, Youth and Family Services***Assessment and Case Support Worker (513518)**

Applications Close:—Friday, 22 October 2010.

Salary:—\$53,384 - \$62,872 p.a.

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

Permanent full-time day work

Location:—DCYFS, Ashley Youth Detention Centre,  
Deloraine

Duties:—Under supervision and direction of the Co-ordinator  
Case Management:

Contribute to the maintenance of an effective case  
management system for young people in custody at Ashley  
Youth Detention Centre.

Conduct intake assessments for all young people admitted  
to Ashley Youth Detention Centre, generate relevant reports  
and make referrals to services that meet identified criminogenic  
needs of young people.

Plan, organise, co-ordinate, monitor and review services and  
programs directed at meeting individual needs of clients of  
Youth Justice Services prior to release from custody.

Desirable Requirements:—Appropriate qualification in  
Youth Work and/or relevant work experience.

Demonstrated ability to work with young people with  
complex needs, families, service providers, advocates and other  
key stakeholders.

Ability to exercise initiative and discretion within a youth  
justice setting, acquire knowledge of community networks and  
referral services statewide relevant to young people exiting  
detention.

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 in the following areas: Crimes  
of violence; Sex related offences; Serious drug offences; and d)  
Crimes involving dishonesty. Identification check. Disciplinary  
action in previous employment check.

Enquiries to Peter Barr, Department of Health and Human  
Services, phone (03) 6362 2311, email [peter.barr@dhhs.tas.gov.au](mailto:peter.barr@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, GPO Box 125, Hobart 7001

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## HEALTH AND HUMAN SERVICES

## HUMAN SERVICES

*Disability, Child, Youth and Family Services***Clinical Psychologist (518808)**

Applications Close:—Friday, 22 October 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, Disability Services, Hobart

Duties:—In accordance with Agency policy and direction,  
legal requirements and professional competence, provide  
clinical psychology services within the statewide Autism  
Spectrum Disorder Assessment and Diagnosis Team, including  
providing diagnostic autism spectrum disorder (ASD)  
assessments for people from 0-17 years of age.

Undertake the delivery of quality client and family support  
services, based on best practice principles and within a  
collaborative and multidisciplinary framework. Promote  
community awareness in relation to Autism Spectrum Disorder.

Within the Statewide Autism Assessment and Diagnosis  
Team deliver high quality evidence-based outcomes for  
individuals and their families, ensure best practice standards for  
clinical psychology services provided by the team and assist, as  
required, with co-ordination and management of the service as  
a whole.

Participate as a member of the team in the development  
of service policies and guidelines for the Statewide Autism  
Spectrum Disorder Assessment and Diagnosis Team in  
collaboration with other government and non-government  
agencies and clients and families.

Establish and maintain service partnerships and work  
collaboratively to build networks with relevant service  
providers in the government and community sector.

Desirable Requirements:—Post-graduate degree in  
clinical psychology, 2 years post-registration supervision and  
significant clinical experience in the human services sector.

Strong knowledge and understanding of contemporary  
approaches to diagnostic assessment and clinical interventions  
for people with autism. A strong understanding of family-  
centred, capacity building and collaborative multi-disciplinary  
processes.

Broad experience in the delivery of psychological  
services. Demonstrated commitment to current evidence-  
based knowledge, including the provision of professional  
development services. Experience working in the field of  
autism will be an advantage.

Essential Requirements:—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 d) Crimes involving dishonesty. Identification  
check. Disciplinary action in previous employment check.

Enquiries to Ruth McBrien, Department of Health and  
Human Services, phone (03) 6230 7546, mobile 0438 602 171,  
email [ruth.mcbrrien@dhhs.tas.gov.au](mailto:ruth.mcbrrien@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, GPO Box 125, Hobart 7001

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## HEALTH AND HUMAN SERVICES

## HUMAN SERVICES

*Disability, Child, Youth and Family Services***Psychologist-Children and Young Persons Program, FVCSS,  
North (515208)**

Applications Close:—Friday, 15 October 2010.

Salary:—\$71,381 - \$81,876 p.a.

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

Permanent part-time day work (68.4 hours per fortnight)

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

Duties:—Provide specialist services to children, young people and families affected by family violence in accordance with best practice principles and within a collaborative and multidisciplinary framework.

The Department of Health and Human Services is a lead agency within the whole of government initiative known as Safe at Home. The Children and Young Persons' Programme (CHYPP) was established as part of the Safe at Home whole of government integrated response to family violence within Tasmania.

CHYPP is located within the Family Violence Counselling and Support Service (FVCSS) in the Department of Health and Human Services (DHHS) and works in close collaboration with other key Safe at Home agencies.

Desirable Requirements:—Demonstrated knowledge and experience in working with children, adolescents and their families, together with a good understanding of the effect of family violence on their developmental needs.

Demonstrated knowledge and experience in the provision of assessments, supports and therapeutic services to children and young people with complex needs, including the ability to liaise effectively with carers and other service providers.

Ability to work collaboratively as a part of a multidisciplinary team, including the capacity to consult, provide community education and develop working relationships with families and other service providers.

Essential Requirements:—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 d) Crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to Jane Fleming, Department of Health and Human Services, phone (03) 6336 2283, mobile 0417 560 457, email jane.fleming@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, GPO Box 125, Hobart 7001

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

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

#### **Youth Worker (517171)**

Applications Close:—Friday, 15 October 2010.

Salary:—\$53,384 - \$62,872 p.a.

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

Permanent full-time day work. Casual (as and when required) positions may also be available.

Location:—DCYFS, Community Youth Justice, North West

Duties:—As part of Youth Justice Team provide operational and outcome focused restorative justice services in the community to clients who are subject to diversionary programs and legal orders.

Desirable Requirements:—Ability to supervise, support, motivate and engage constructively with young people and act as a positive role model. Ability to impose reasonable limits and controls for young people and deal effectively with challenging behaviours. Understanding of adolescent development and the issues impacting on young people particularly in the youth justice context.

Essential Requirements:—Class 1: Drivers License

Class 2: A Diploma qualification appropriate for the work to be performed or an equivalent qualification determined by the State Service Commissioner under Section 37(5) of the State Service Act 2000 to be equivalent thereto AND a Drivers License

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 d) Crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to David Fischmann, Department of Health and Human Services, phone (03) 6434 6449, email david.fischmann@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, GPO Box 125, Hobart 7001

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Housing Tasmania*

#### **Specialist Assessment and Intervention Practitioner (519742)**

Applications Close:—Friday, 22 October 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 for a period of 2 years

Location:—Housing Tasmania, South East

Duties:—Provide professional psycho-social assessment and intensive case co-ordination for Housing Tasmania clients with multiple and complex housing and support needs, and whose tenancies are at risk, in accordance with Housing Tasmania's service delivery policies, principles and standards.

Desirable Requirements:—Demonstrated considerable experience and completion of a degree in a relevant allied health profession; and the ability to exercise independent professional judgement to respond to complex and multiple client issues.

Demonstrated competence in professional practice including psycho-social assessment, case work and intensive co-ordination and ability to make well-informed decisions and recommendations to match services to clients needs.



Sound knowledge and understanding of the social, organisational and political environment in particular the issues impacting on the sector with an understanding of the Human Services group, services provided by Housing Tasmania and other relevant service providers and referral options, or the ability to acquire such understanding.

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 d) Crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to Liz Murray, Department of Health and Human Services, phone (03) 6233 3649, email [liz.murray@dhhs.tas.gov.au](mailto:liz.murray@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, GPO Box 125, Hobart 7001

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Housing Tasmania*

#### ***Specialist Assessment and Intervention Practitioner (519746)***

Applications Close:—Friday, 22 October 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 for a period of 2 years

Location:—Housing Tasmania, South West

Duties:—Provide professional psycho-social assessment and intensive case co-ordination for Housing Tasmania clients with multiple and complex housing and support needs, and whose tenancies are at risk, in accordance with Housing Tasmania's service delivery policies, principles and standards.

Desirable Requirements:—Demonstrated considerable experience and completion of a degree in a relevant allied health profession; and the ability to exercise independent professional judgement to respond to complex and multiple client issues.

Demonstrated competence in professional practice including psycho-social assessment, case work and intensive co-ordination and ability to make well-informed decisions and recommendations to match services to clients needs.

Sound knowledge and understanding of the social, organisational and political environment in particular the issues impacting on the sector with an understanding of the Human Services group, services provided by Housing Tasmania and other relevant service providers and referral options, or the ability to acquire such understanding.

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 d) Crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to Kim Bomford, Department of Health and Human Services, phone (03) 6233 8635, email [kim.bomford@dhhs.tas.gov.au](mailto:kim.bomford@dhhs.tas.gov.au)

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

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Housing Tasmania*

#### ***Specialist Assessment and Intervention Practitioner (519748)***

Applications Close:—Friday, 22 October 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 for a period of 2 years

Location:—Housing Tasmania, North-West

Duties:—Provide professional psycho-social assessment and intensive case co-ordination for Housing Tasmania clients with multiple and complex housing and support needs, and whose tenancies are at risk, in accordance with Housing Tasmania's service delivery policies, principles and standards.

Desirable Requirements:—Demonstrated considerable experience and completion of a degree in a relevant allied health profession; and the ability to exercise independent professional judgement to respond to complex and multiple client issues.

Demonstrated competence in professional practice including psycho-social assessment, case work and intensive co-ordination and ability to make well-informed decisions and recommendations to match services to clients needs.

Sound knowledge and understanding of the social, organisational and political environment in particular the issues impacting on the sector with an understanding of the Human Services group, services provided by Housing Tasmania and other relevant service providers and referral options, or the ability to acquire such understanding.

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 d) Crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to Christine Collins, Department of Health and Human Services, phone (03) 6434 6388, email [christine.collins@dhhs.tas.gov.au](mailto:christine.collins@dhhs.tas.gov.au)

NOTE: An information session will be held on Tuesday, 12 October from 4.30pm until 6.00pm at Housing Tasmania, Level 1, 46 Mount Street, Burnie.

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, GPO Box 125, Hobart 7001

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## HEALTH AND HUMAN SERVICES

## HUMAN SERVICES

*Housing Tasmania***Specialist Assessment and Intervention Practitioner (519747)**

Applications Close:—Friday, 22 October 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 for a period of 2 years

Location:—Housing Tasmania, North

Duties:—Provide professional psycho-social assessment and intensive case co-ordination for Housing Tasmania clients with multiple and complex housing and support needs, and whose tenancies are at risk, in accordance with Housing Tasmania's service delivery policies, principles and standards.

Desirable Requirements:—Demonstrated considerable experience and completion of a degree in a relevant allied health profession; and the ability to exercise independent professional judgement to respond to complex and multiple client issues.

Demonstrated competence in professional practice including psycho-social assessment, case work and intensive co-ordination and ability to make well-informed decisions and recommendations to match services to clients needs.

Sound knowledge and understanding of the social, organisational and political environment in particular the issues impacting on the sector with an understanding of the Human Services group, services provided by Housing Tasmania and other relevant service providers and referral options, or the ability to acquire such understanding.

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 d) Crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

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

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## HEALTH AND HUMAN SERVICES

## NORTH WEST AREA HEALTH SERVICE

**Administrative Assistant, EIIS (519715)**

Applications Close:—Friday, 15 October 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 25 October 2010 to 21 October 2011. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—North West Area Health Service

Duties:—In addition to undertaking general administrative and clerical tasks, you will work under minimal supervision to provide a client service ensuring prompt, sensitive and confidential handling enquiries from the public and making appointments. You will also liaise with multidisciplinary Early Intervention Service Team and other services providers to ensure that appointments scheduling systems and information management meet client and service delivery needs.

Enquiries to Paula Hyland, Department of Health and Human Services, mobile 0459 115 993, email paula.hyland@dhhs.tas.gov.au

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## HEALTH AND HUMAN SERVICES

## NORTH WEST AREA HEALTH SERVICE

**HR Manager (NWAHS) (518512)**

Applications Close:—Friday, 15 October 2010.

Salary:—\$92,929 - \$100,076 p.a.

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

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

Location:—North West Area Health Service

Duties:—Ensure that the strategic Human Resource Management of the North West Area Health Service is delivered in accordance with the Department of Health and Human Services (DHHS) strategic, policy and operational frameworks. Through the management of human resources, maximise the business outcomes for NW Area Health Service and DHHS in serving the public. The HR Manager provides high level strategic workforce and people management advice to the Chief Executive Officer (CEO), Executive.

Desirable Requirements:—Appropriate tertiary qualifications and/or experience.

Enquiries to Melissa Richards, Department of Health and Human Services, phone (03) 6490 8964, email melissa.richards@dhhs.tas.gov.au

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## HEALTH AND HUMAN SERVICES

## NORTH WEST AREA HEALTH SERVICE

**Nutrition Manager (502077)**

Applications Close:—Friday, 29 October 2010.

Salary:—\$100,088 pro rata.

Allied Health Professionals (Tasmanian Public Sector) Industrial Agreement 2010, Allied Health Professional Manager, Level 5 Grade 1.

Fixed-term part-time day work, working 38 hours per fortnight, commencing 29 November 2010 to 30 September 2011. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—North West Area Health Service

Duties:—Develop and manage the Nutrition and Dietetics Department in accordance with the policy directions, services standards and financial performance of the North West Area Health Service, comprising the Mersey Community Hospital, North West Regional Hospital and Primary Health. To ensure that the Nutrition and Dietetics service is accredited, efficient, effective, is customer focussed, evidence based and of a high professional standard.

Desirable Requirements:—Current drivers licence.

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

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 d) Crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to Sarah O'Keefe, Department of Health and Human Services, phone (03) 6430 6597, email sarah.okeefe@dhhs.tas.gov.au

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## HEALTH AND HUMAN SERVICES

### NORTH WEST AREA HEALTH SERVICE

#### *North West Regional Hospital*

#### **Emergency Department Communications Clerk—2 Vacancies**

Applications Close:—Friday, 15 October 2010.

Salary:—\$48,439 - \$52,727 p.a.

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

Vacancy No. 519565.

Fixed-term full-time shift work, commencing 18 October 2010 to 17 October 2012. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—North West Regional Hospital, Burnie

Vacancy No. 519822.

Fixed-term full-time shift work, commencing 18 October 2010 to 17 October 2012. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—North West Regional Hospital, Burnie

Duties:—To provide effective and efficient switchboard and emergency reception service, including immediate attention to patients presenting for treatment and admission. Provide administrative and clerical support, to both the medical and nursing staff within the Department of Emergency.

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

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## HEALTH AND HUMAN SERVICES

### NORTH WEST AREA HEALTH SERVICE

#### *North West Regional Hospital*

#### **Out of Hours Co-ordinator (502127)**

Applications Close:—Friday, 15 October 2010.

Salary:—\$79,725 - \$83,496 pro rata.

Nurses (TPS) Award, Nurse Unit Manager.

Permanent part-time shift work, working 56 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—North West Regional Hospital, Burnie

Duties:—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 North West Regional Hospital.

Desirable Requirements:—Five years current relevant nursing experience with relevant post graduate qualifications.

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. Disciplinary action in previous employment check.

Enquiries to Louella Smith, Department of Health and Human Services, phone (03) 6430 3503, email [louella.smith@dhhs.tas.gov.au](mailto:louella.smith@dhhs.tas.gov.au)

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## HEALTH AND HUMAN SERVICES

### NORTH WEST AREA HEALTH SERVICE

#### *North West Regional Hospital*

#### **PIMS Clerk (501827)**

Applications Close:—Friday, 15 October 2010.

Salary:—\$42,877 - \$46,722 p.a.

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

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

Location:—North West Regional Hospital, Burnie

Duties:—Maintain the medical record and associated systems in accordance with AS2828. Perform all roles within Patient Information Management Services, inclusive of Outpatient Clinics.

Desirable Requirements:—High level communication and interpersonal skills and a demonstrated ability to interact with the public and staff at all levels. A demonstrated knowledge of clerical procedures within a hospital or healthcare facility and the ability to undertake complex clerical duties. Proven ability to organise and prioritise workflow according to demand with the ability to work in a multi-disciplinary team environment.

Enquiries to Emily Price, Department of Health and Human Services, phone (03) 6430 6527, email emily.price@dhhs.tas.gov.au

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#### HEALTH AND HUMAN SERVICES

##### NORTH WEST AREA HEALTH SERVICE

###### *North West Regional Hospital*

#### **Team Leader, Clinical Pharmacy (519796)**

Applications Close:—Friday, 15 October 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 (with oncall). Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—North West Regional Hospital, Burnie

Duties:—The occupant of this position will provide a safe and efficient clinical pharmacy service to inpatients of the North West Area Health Service, oversee the work of other team members and provide supervision and leadership, co-ordinate clinical pharmacy activities, and ensure clinical pharmacy practices conducted within North West Area Health Service are in compliance with legal requirements, professional ethics, and departmental and hospital policies.

Desirable Requirements:—Current drivers licence.

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 d) Crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to Suzette Seaton, Department of Health and Human Services, phone (03) 6430 6717, email [suzette.seaton@dhhs.tas.gov.au](mailto:suzette.seaton@dhhs.tas.gov.au)

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#### HEALTH AND HUMAN SERVICES

##### NORTH WEST AREA HEALTH SERVICE

###### *Primary Health Services North West*

#### **Community Health Nurse (504674)**

Applications Close:—Friday, 15 October 2010.

Salary:—\$58,055 - \$69,363 pro rata.

Nurses (TPS) Award, Community FCH Nurse.

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

Location:—Devonport Community Health Centre

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

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

Current Drivers Licence.

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

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

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#### HEALTH AND HUMAN SERVICES

##### NORTH WEST AREA HEALTH SERVICE

###### *Primary Health Services North West*

#### **Neuromuscular Degenerative Disease Nurse Specialist/Educator (519850)**

Applications Close:—Friday, 15 October 2010.

Salary:—\$74,477 - \$79,725 p.a.

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

Permanent full-time day work

Location:—Primary Health North West

Duties:—The Neuromuscular Degenerative Disease Nurse will work in partnership as part of the multi-disciplinary community health team and provide leadership in best practice in the management and health care of patients with neuromuscular disease across the North West Area Health Service. You will have comprehensive knowledge and



experience in working with patients with neuromuscular disease which is shared with colleagues across the health care spectrum.

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 d) Crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to Gil Hainey, Department of Health and Human Services, phone (03) 6440 7005, email gil.hainey@dhhs.tas.gov.au

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### **Registered Nurse (Post Graduate Paediatrics)—3 Vacancies**

Applications Close:—Friday, 15 October 2010.

Salary:—\$49,012 - \$64,842 pro rata.

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

Vacancy No. 504064.

Fixed-term part-time shift work (fully rotational), working 64 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—LGH Charles St Launceston

To commence 20 February 2011 until 26 November 2011.

Vacancy No. 504066.

Fixed-term part-time shift work (fully rotational), working 64 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—LGH Charles St Launceston

To commence 20 February 2011 until 26 November 2011.

Vacancy No. 511420.

Fixed-term part-time shift work (fully rotational), working 64 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—LGH Charles St Launceston

To commence 20 February 2011 until 26 November 2011.

To manage and co-ordinate client care to ensure the delivery of quality, timely and appropriate care in conjunction with other members of the Health Care Team. Show satisfactory progress towards completion of the graduate certificate/diploma.

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia. Acceptance as a student in the relevant diploma or certificate program.

Enquiries to Sonja Leonard, Department of Health and Human Services, phone (03) 6348 7053, email sonja.leonard@dhhs.tas.gov.au

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

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Launceston General Hospital*

#### **Clinical Nurse (512257)**

Applications Close:—Friday, 5 November 2010.

Salary:—\$65,595 - \$69,363 pro rata.

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

Permanent part-time day worker, 48 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Renal Unit, Parkside Burnie

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

Essential Requirements:—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. Disciplinary action in previous employment check.

Enquiries to Jennifer Reynolds, Department of Health and Human Services, phone (03) 6434 4130, email jennifer.reynolds@dhhs.tas.gov.au

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Launceston General Hospital*

#### **Clinical Nurse, Operating Room (503882)**

Applications Close:—Friday, 15 October 2010.

Salary:—\$65,595 - \$69,363 pro rata.

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

Fixed-term part-time shift work, working 64 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant. To commence as soon as possible until 21 December 2010.

Location:—Operating Room Suite

Duties:—Will be responsible for managing urology sessions and urology portfolio, with 1 year consistent urology experience.

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

Enquiries to Ross Mace, Department of Health and Human Services, phone (03) 63487626, email rsmace@dhhs.tas.gov.au

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## HEALTH AND HUMAN SERVICES

## NORTHERN AREA HEALTH SERVICE

*Launceston General Hospital***Food Services Assistant (503430)**

Applications Close:—Friday, 15 October 2010.

Salary:—\$36,266 - \$37,915 p.a.

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

Permanent part-time shift work, 32.5 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Food Services, Launceston General Hospital

Duties:—To provide an effective and efficient service within the Cafeteria facility including functions.

Desirable Requirements:—A range of experience in food and beverage related customer service operations and specific knowledge of Cafeteria operations, or the ability to acquire that knowledge. Proven ability to maintain customer focus towards increasing revenue. Ability and flair in producing a wide range of hot and cold snack and beverage items. Experience in working under pressure in a high demand food service area. Knowledge of operation of various items of equipment required in these areas. Knowledge of cook-chill procedures, general food handling and hygiene policies.

Enquiries to Alice Cordwell, Department of Health and Human Services, phone (03) 6348 7530, email [alice.cordwell@dhhs.tas.gov.au](mailto:alice.cordwell@dhhs.tas.gov.au)

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## HEALTH AND HUMAN SERVICES

## NORTHERN AREA HEALTH SERVICE

*Launceston General Hospital***House Services Assistant (503574)**

Applications Close:—Friday, 15 October 2010.

Salary:—\$36,266 - \$37,915 pro rata.

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

Fixed-term casual shift work, commencing As soon as possible for a period of 6 months

Location:—House Keeping and Accommodation, Launceston General Hospital

Duties:—To provide an efficient, safe cleaning service in the wards, offices and residences of the hospital complex. To provide infection control cleaning to a level that will minimise spread of infection in the hospital.

Desirable Requirements:—The ability to use and control various items of industrial cleaning equipment, safely and efficiently. A working knowledge in the use of cleaning chemicals or the ability to acquire same. An awareness of universal precautions and all infection control policies, protocols and procedures relating to cleaning, or the ability to acquire it.

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

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## HEALTH AND HUMAN SERVICES

## NORTHERN AREA HEALTH SERVICE

*Launceston General Hospital***Registered Nurse—2 Vacancies**

Applications Close:—Friday, 15 October 2010.

Salary:—\$49,012 - \$64,842 p.a.

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

Vacancy No. 504132.

Permanent part-time shift work, 40 hours per fortnight.

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

Location:—Ward 5D, Launceston General Hospital

Vacancy No. 504139.

Permanent part-time shift work, 40 hours per fortnight.

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

Location:—Ward 5D, Launceston General Hospital

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

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

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

Enquiries to Kerry Leonard, Department of Health and Human Services, phone (03) 6348 7481, email [kerry.leonard@dhhs.tas.gov.au](mailto:kerry.leonard@dhhs.tas.gov.au)

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## HEALTH AND HUMAN SERVICES

## NORTHERN AREA HEALTH SERVICE

*Primary Health Services North***Enrolled Nurse (504513)**

Applications Close:—Friday, 15 October 2010.

Salary:—\$47,703 - \$50,454 pro rata.

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

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

Location:—Campbell Town Health and Community Service

Duties:—In accordance with Primary Health Care principles, agency policies, legal requirements and ANMC competencies the Enrolled Nurse provides direct and indirect nursing care to the client under direction and supervision of a registered Nurse.

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

Drivers Licence

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

Enquiries to Shirley Dellow, Department of Health and Human Services, phone (03) 6381 3300, email [shirley.dellow@dhhs.tas.gov.au](mailto:shirley.dellow@dhhs.tas.gov.au)

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Primary Health Services North*

#### **Enrolled Nurse (Pool) (507391)**

Applications Close:—Friday, 15 October 2010.

Salary:—\$47,703 - \$50,454 pro rata.

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

Fixed-term casual shift work, as and when required, commencing as soon as possible to 22 October 2012.

Location:—St Helens District Hospital, St Helens, Tasmania

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

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

Drivers Licence

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

Enquiries to Janette Cumming, Department of Health and Human Services, phone (03) 6376 5222, email [janette.cumming@dhhs.tas.gov.au](mailto:janette.cumming@dhhs.tas.gov.au)

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Primary Health Services North*

#### **Multiskilled Domestic, Relief (506072)**

Applications Close:—Friday, 15 October 2010.

Salary:—\$37,809 - \$38,933 pro rata.

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

Fixed-term casual shift work (fully rotational), as and when required, commencing 25 October 2010 to 24 October 2012.

Location:—St Helens District Hospital, St Helens, Tasmania

Duties:—Clean allocated areas of the hospital, complying with standards of infection control, and assist in the preparation and delivery of meals to clients in accordance with FoodSafe guidelines.

Enquiries to Louise Peacock, Department of Health and Human Services, phone (03) 6376 5205, email [louise.peacock@dhhs.tas.gov.au](mailto:louise.peacock@dhhs.tas.gov.au)

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

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Primary Health Services North*

#### **Registered Nurse (504539)**

Applications Close:—Friday, 22 October 2010.

Salary:—\$49,012 - \$64,842 pro rata.

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

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

Location:—North East Soldiers Memorial Hospital, Scottsdale

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

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

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

Enquiries to Liz Gibb, Department of Health and Human Services, phone (03) 6352 5522, email [elizabeth.gibb@dhhs.tas.gov.au](mailto:elizabeth.gibb@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, GPO Box 125, Hobart 7001

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## HEALTH AND HUMAN SERVICES

## NORTHERN AREA HEALTH SERVICE

*Primary Health Services North***Registered Nurse, Casual (504193)**

Applications Close:—Friday, 15 October 2010.

Salary:—\$49,012 - \$64,842 pro rata.

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

Fixed-term casual day work, as and when required, commencing as soon as possible to 22 October 2012.

Location:—St Helens District Hospital, St Helens, Tasmania

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. This is a community based position.

Desirable Requirements:—Current drivers licence.

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. Disciplinary action in previous employment check.

Enquiries to Janette Cumming, Department of Health and Human Services, phone (03) 6376 5222, email janette.cumming@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, GPO Box 125, Hobart 7001

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## HEALTH AND HUMAN SERVICES

## NORTHERN AREA HEALTH SERVICE

*Primary Health Services North***Registered Nurse, Casual (504193)**

Applications Close:—Friday, 15 October 2010.

Salary:—\$49,012 - \$64,842 pro rata.

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

Fixed-term casual shift work, as and when required, commencing as soon as possible to 22 October 2012.

Location:—St Helens District Hospital, St Helens, Tasmania

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. This is a hospital based position.

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. Disciplinary action in previous employment check.

Enquiries to Janette Cumming, Department of Health and Human Services, phone (03) 6376 5222, email janette.cumming@dhhs.tas.gov.au

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## HEALTH AND HUMAN SERVICES

## SOUTHERN TASMANIA AREA HEALTH SERVICE

**Senior Physiotherapist, Paediatric Continence (508290)**

Applications Close:—Friday, 15 October 2010.

Salary:—\$71,381 - \$81,876 pro rata.

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

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

Location:—Royal Hobart Hospital

Duties:—Provide specialised clinical physiotherapy services related to the management of paediatric patients in the Paediatric Continence Clinic and other relevant specialty areas of the Royal Hobart Hospital and the Southern Tasmanian Area Health Service as required.

Assess, plan and implement specific treatment programs for individual patients according to current evidence and best practice guidelines.

Educate patients, carers and other members of the health care team.

Be a hospital and statewide resource in the specialised area of continence physiotherapy, particularly as it relates to paediatric patients. Liaise with other members of the health care team and other agencies as required.

Provide authoritative technical or policy advice which draws on in depth knowledge in the designated specialised area within the physiotherapy Paediatric Team and Continence and Women's Health team, as required.

Be responsible for maintaining and regular review of the physical physiotherapy resources used in the relevant physiotherapy team.

Initiate and implement innovative quality improvement programs and clinical research activities, and assist in the development and implementation of strategies for change that will contribute to the continuous improvement in the delivery of care to patients.

Supervise, educate and assess the competency of Physiotherapists, undergraduate Physiotherapists, other health professionals and relevant support staff as required.

The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying jobs at this classification level.

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; Crimes involving dishonesty; and Serious Traffic Offences Identification check. Disciplinary check in previous

employment check.

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

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, GPO Box 125, Hobart 7001.

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## HEALTH AND HUMAN SERVICES

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### **Senior Physiotherapist Cardiorespiratory, Cystic Fibrosis (515941)**

Applications Close:—Friday, 22 October 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 16 September 2011

Location:—Royal Hobart Hospital

Duties:—Within the context of multidisciplinary services of the Cardiorespiratory Physiotherapy Team (CRT) and Tasmanian Adult Cystic Fibrosis Unit (TACFU), provide contemporary, specialised physiotherapy services related to the management of patients with a range of cardiorespiratory conditions, including Chronic Obstructive Pulmonary Disease (COPD), and adult patients with Cystic Fibrosis.

Assess, plan, implement and review specific treatment programs for individual clients, according to current evidence and best practice guidelines, during inpatient admissions and in the community as relevant.

Specifically as part of the statewide TACFU team:

develop, implement and evaluate objectives, policies, priorities and educational programs for Tasmanian health professionals, clients and their families in the area of adult Cystic Fibrosis; and maintain appropriate data in order to inform practice and provide regular reports, as required.

Educate patients, carers and other members of the health care team.

Initiate and implement innovative quality improvement programs which meet the needs of the specific population, including for their concurrent treating physiotherapists and carers. Undertake evidence reviews and research in the CRT or TACFU, as required.

Be a hospital and statewide resource in the areas of Cardiorespiratory Physiotherapy and physiotherapy for adult patients with Cystic Fibrosis. Liaise with other members of the health care team and other agencies.

Initiate and implement innovative quality improvement, clinical research activities and assist in the development and implementation of strategies for change that will contribute to the continuous improvement in the delivery of care to patients of the CRT and the TACFU.

Provide authoritative technical or policy advice which draws on in depth knowledge in the relevant area.

Supervise, educate and assess the competency of physiotherapists, undergraduate physiotherapy students and relevant support staff as required.

Be responsible for the physical physiotherapy resources used in the CRT and TACFU, and provide expert advice regarding the upgrading and maintenance of consumables and the hygiene and safety of equipment.

The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying jobs at this classification level.

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; Crimes involving dishonesty; and Serious Traffic Offences Identification check. Disciplinary check in previous employment check.

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

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## HEALTH AND HUMAN SERVICES

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### **Staff Specialist, Obstetrics and Gynaecology—2 Vacancies**

Applications Close:—Friday, 22 October 2010.

Salary:—See Below.

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

Vacancy No. 519380.

Permanent full-time day work (with oncall)

Location:—Obstetrics and Gynaecology, Royal Hobart Hospital

Vacancy No. 509879.

Permanent full-time day work (with oncall)

Location:—Obstetrics and Gynaecology, Royal Hobart Hospital

#### **Your Workplace**

The Royal Hobart Hospital is Tasmania's tertiary referral hospital and the Women's and Children's Services (WACS) provide obstetric and gynaecology (currently manages in excess of 2000 births per year), neonatal and paediatric intensive care (700 admissions) and general paediatric services (2400 admissions) to women, children and their families across the state. WACS is seeking to make two permanent appointments of committed and motivated professionals to the positions of Staff Specialist in Obstetrics and Gynaecology. You will be part of the WACS team focused on supporting change and delivering effective, safe and quality clinical practice to Tasmanian women and children.

Demand for WACS has been increasing steadily in recent years and as a result, these positions will provide support to the core management team that is redeveloping WACS acute service delivery areas to enable future growth. In coming years, the service will also expand to include a multidisciplinary adolescent and adolescent mental health unit.

#### **Your Challenge**



You will provide high quality clinical services to Tasmanian women, children and their families in addition to providing services to the University of Tasmania's School of Medicine as required through the Discipline of Obstetrics and Gynaecology. You will also be expected to promote and participate in research and actively pursue improved outcomes for women patients by participating in Post Graduate Training Audit and Evaluation.

Patient throughput is high, and as with many public tertiary referral hospitals, demand continues to grow. This is your chance to be part of a team and support the improved co-ordination and direction for the Division and be part of ongoing improvements in models of care and pursuit of best practice.

#### Your Qualities

You will be a qualified obstetrician and gynaecologist who has fellowship with the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) or equivalent. Highly motivated and an excellent communicator, you will have demonstrated prior experience in a similar role. In partnership with the WACS leadership team you will work collaboratively with our dedicated staff to ensure that patients and their families continue to benefit from contemporary modern women's and children's health services.

#### Your Lifestyle

Working in Hobart offers the unique combination of all the facilities and attractions of a modern capital city, a laid back lifestyle and natural beauty such as spectacular rivers, coastal reserves, pristine old growth forests and majestic mountain ranges at your doorstep. It is renowned for its fine dining, heritage buildings, beautiful parks, the Salamanca Market and its festivals. Nestled at the foot of Mount Wellington, the harbour city is shaped and defined by water. Locals can enjoy the highest quality of foods including our famous crayfish, salmon, cheeses and berry fruits. Hobart's affordable housing, quality education system and stress-free commutes are further benefits offered in our temperate climate with four distinct seasons.

#### Your Rewards

We offer benefits and opportunities that support your professional journey which include:

- A salary commensurate with qualifications and experience plus superannuation
- Access to salary sacrifice and salary packaging
- Relocation assistance
- Motor vehicle and associated expenses
- Access to teaching, education and research funds
- A supportive and dynamic work environment
- Strong professional and social networks

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

Enquiries to Dr Stephen Raymond, Department of Health and Human Services, phone (03) 6222 7898, email [stephen.raymond@dhhs.tas.gov.au](mailto:stephen.raymond@dhhs.tas.gov.au)

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

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## HEALTH AND HUMAN SERVICES

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### *Primary Health Services South*

#### **Administrative Assistant Relief (519798)**

Applications Close:—Friday, 22 October 2010.

Salary:—\$42,877 - \$46,722 pro rata.

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

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

Location:—Primary Health South

Duties:—Administrative Assistant casual pool register is being created with Primary Health South. This position provides the opportunity to work at one of our fifteen operational sites in Southern Tasmania offering a broad range of duties in various Primary Health settings. You will provide routine day-to-day administrative assistance, which may include assisting with co-ordination of Home Care Services, to the Nurse Unit Manager/Site Manager and other Primary Health staff as needed. You will be required to ensure the effective updating of activity and client data in the registration and admission system (iPM). Where required collate and distribute workload statistics for both Community Nursing and Home Care and Home Maintenance Services.

Desirable Requirements:—Demonstrated ability to provide administrative and organisational support duties. A good understanding of information technology and an in-depth knowledge of a range of computer applications. The ability to quickly learn new information technology applications as the need arises. Demonstrated ability to organise, prioritise and work in an environment subject to variable demands and constant change and the ability to exercise judgment, initiative and discretion in a team environment.

Enquiries to Georgina Makalani, Department of Health and Human Services, phone (03) 6222 7799, email [georgina.makalani@dhhs.tas.gov.au](mailto:georgina.makalani@dhhs.tas.gov.au)

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## HEALTH AND HUMAN SERVICES

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### *Primary Health Services South*

#### **Home Maintenance Support Officer (Relief) (506063)**

Applications Close:—Friday, 15 October 2010.

Salary:—\$38,264 - \$42,315 pro rata.

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

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

Location:—Glamorgan/Spring Bay Area

Duties:—The Home Maintenance Support Officer will carry out a wide range of non trade maintenance and gardening services for home based clients referred to Home Maintenance Services. You will be required to receive and action home maintenance, minor modification and gardening services referrals. You will travel across a defined regional

area and undertake general home maintenance and gardening tasks, transporting required tools and equipment to specified locations.

Essential Requirements:—Current Drivers Licence

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion 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 d) Crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to Sue Khan, Department of Health and Human Services, phone (03) 6257 3356, email sue.khan@dhhs.tas.gov.au

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#### HEALTH AND HUMAN SERVICES

##### SOUTHERN TASMANIA AREA HEALTH SERVICE

###### *Royal Hobart Hospital*

#### **Clinical Nurse (509545)**

Applications Close:—Friday, 15 October 2010.

Salary:—\$65,595 - \$69,363 p.a.

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

Permanent full-time shiftwork

Location:—Post Anaesthetic Care Unit (PACU), Day Procedure Unit, Royal Hobart Hospital

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

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

Enquiries to Gina Cook, Department of Health and Human Services, phone (03) 6222 7880, email gina.cook@dhhs.tas.gov.au

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#### HEALTH AND HUMAN SERVICES

##### SOUTHERN TASMANIA AREA HEALTH SERVICE

###### *Royal Hobart Hospital*

#### **Clinical Nurse (509891)**

Applications Close:—Friday, 5 November 2010.

Salary:—\$65,595 - \$69,363 p.a.

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

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

Location:—General Surgery and Gynaecology Unit, Royal Hobart Hospital

Join the General Surgery and Gynaecology team. We are seeking innovative, team orientated Clinical Nurses to join our dynamic and supportive General Surgery and Gynaecology Ward, that now comprises a 10 bed satellite Womens Surgical Unit. The ward incorporates gynaecology, general surgery, colorectal and state wide referral services for vascular and gynaecology oncology.

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

Enquiries to Annette Goulding, Department of Health and Human Services, phone (03) 6222 8481, email rhh.cnmgeneralsurgicalunit@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, GPO Box 125, Hobart 7001

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#### HEALTH AND HUMAN SERVICES

##### SOUTHERN TASMANIA AREA HEALTH SERVICE

###### *Royal Hobart Hospital*

#### **Clinical Nurse (509408)**

Applications Close:—Friday, 15 October 2010.

Salary:—\$65,595 - \$69,363 p.a.

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

Permanent full-time shiftwork, however part-time will be considered working 64 hours per fortnight

Location:—Orthopaedics, Royal Hobart Hospital

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

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

Enquiries to Lynda Styles, Department of Health and Human Services, phone (03) 6222 8566, email lynda.styles@dhhs.tas.gov.au

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#### HEALTH AND HUMAN SERVICES

##### SOUTHERN TASMANIA AREA HEALTH SERVICE

###### *Royal Hobart Hospital*

#### **Community Relations Support Officer (515186)**

Applications Close:—Friday, 15 October 2010.

Salary:—\$53,384 - \$62,872 p.a.

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

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

Location:—Royal Hobart Hospital

Duties:—Develop and maintain a service which underpins the range of stakeholders at the Royal Hobart Hospital (RHH). This includes high level support to senior members of the

team to deliver improved outcomes for volunteers, auxiliary members, patients and their families. This support also includes assisting with complaint management by providing high level support and assistance to contribute to the resolution of complaints.

**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, transfer. The following checks are to be conducted: Conviction Check in the following areas: crimes of violence; sex related offences; serious drug offences; and crimes involving dishonesty. Identification Check.

Enquiries to Pene Snashall, Department of Health and Human Services, phone (03) 62228050, email pene.snashall@dhhs.tas.gov.au

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## HEALTH AND HUMAN SERVICES

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### *Royal Hobart Hospital*

#### **Registered Nurse (509894)**

Applications Close:—Friday, 5 November 2010.

Salary:—\$49,012 - \$64,842 p.a.

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

Permanent full-time shiftwork, (part-time will be considered)

Location:—General Surgery and Gynaecology Unit, Royal Hobart Hospital

Join the General Surgery and Gynaecology team. We are seeking innovative, team orientated Registered Nurses to join our dynamic and supportive General Surgery and Gynaecology ward, that now comprises a 10 bed satellite Women's Surgical Unit. The ward incorporates gynaecology, general surgery, colorectal and state wide referral services for vascular and gynaecology oncology.

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

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

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## HEALTH AND HUMAN SERVICES

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### *Royal Hobart Hospital*

#### **Registered Nurse-DEM (516244)**

Applications Close:—Friday, 22 October 2010.

Salary:—\$49,012 - \$64,842 p.a.

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

Permanent full-time shiftwork, (part-time will be considered)

Location:—Department of Emergency Medicine, Royal Hobart Hospital

**Duties:**—Strengthen health outcomes through nursing by provision of quality, clinically appropriate nursing care in partnership with clients and their families and other health professionals. In collaboration with members of the healthcare team plan, implement and evaluate patient/client care.

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

Enquiries to Don Burton, Department of Health and Human Services, phone (03) 6222 8425, email [don.burton@dhhs.tas.gov.au](mailto:don.burton@dhhs.tas.gov.au)

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## HEALTH AND HUMAN SERVICES

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### *Royal Hobart Hospital*

#### **Ward Clerk (508419)**

Applications Close:—Friday, 15 October 2010.

Salary:—\$42,877 - \$46,722 p.a.

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

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

Location:—Royal Hobart Hospital

**Duties:**—Provide frontline clerical support for the effective administrative running of the Ward/Unit. Assist the general public, patients and clinical staff by managing and directing all incoming telephone calls to the Ward/Unit. Answer all patient and public enquiries; problem solve and direct calls or enquiries to relevant departmental or clinical personnel. Support the Nurse Unit Manager (NUM) by receiving, interviewing and processing all direct admissions/discharges from the Ward/Unit including the verification of discharge-planning protocols. Expediting discharges to assist NUM, Bed Manager, Theatre personnel with the re-allocation of beds on the ward/unit. Arrange and schedule appointments to ensure on-going care. Input and retrieval of patient information. Generate reports and update and maintain databases and bed lists on the ward/unit utilising relevant software programs such as; Word, Excel and Outlook Express.

**Desirable Requirements:**—Demonstrate highly developed written and oral communication skills with the ability to interact with the public and all disciplines of professional staff. Able to work autonomously with well developed time management skills, with the capacity to prioritise work load with flexibility, speed and accuracy in a busy and demanding public environment with an exacting schedule. Demonstrated ability to undertake clerical and administrative duties efficiently and effectively within set department policies and procedures. In addition the ability to acquire a sound knowledge of the hospital's admission and discharge policies; and billing and revenue raising procedures.

Enquiries to Jennifer Burgess, Department of Health and Human Services, Royal Hobart Hospital phone (03) 6222 8448, email [jennifer.burgess@dhhs.tas.gov.au](mailto:jennifer.burgess@dhhs.tas.gov.au)

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## HEALTH AND HUMAN SERVICES

### STATEWIDE AND MENTAL HEALTH SERVICES

#### *Health and Wellbeing Services*

##### Oral Health Services

#### **Dental Prosthetist (501294)**

Applications Close:—Friday, 22 October 2010.

Salary:—\$46,450 - \$74,527 p.a.

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

Permanent full-time day work

Location:—Oral Health Services Tasmania North

Duties:—Oral Health Services Tasmania is looking to employ a dental prosthetist who must be capable of providing comprehensive care of clients in the specialised field of dental prosthetics and be eligible for registration as a dental prosthetist. 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 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.

Enquiries to Jane 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, GPO 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

#### *Health and Wellbeing Services*

##### Oral Health Services

#### **Health Promotion and Community Education Officer (517997)**

Applications Close:—Friday, 15 October 2010.

Salary:—\$69,202 - \$81,965 p.a.

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

Permanent full-time day work

Location:—Oral Health Services Tasmania South

Duties:—The role of the Health Promotion and Community Education Officer is to plan, develop, implement and evaluate community based promotion and public education programs for Oral Health Services Tasmania. Provide assistance and

support to other staff of Oral Health Services Tasmania in the implementation of planned programs. Coordinate the development and/or purchase of suitable resources to assist in the implementation of appropriate programs.

Desirable Requirements:—Demonstrated understanding of the principles of health promotion and experience in the development, delivery and evaluation of education programs in diverse settings and among diverse sections of the community. Demonstrated high level written and verbal communication and interpersonal skills, including experience in public speaking and presentation, and the ability to work autonomously and within a team environment. Demonstrated ability to identify key stakeholders and engage them in collaborative planning processes to deliver optimal outcomes.

Enquiries to Angie Byrom, Department of Health and Human Services, phone (03) 6214 5461, email [angie.byrom@dhhs.tas.gov.au](mailto:angie.byrom@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, GPO Box 125, Hobart 7001

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## HEALTH AND HUMAN SERVICES

### STATEWIDE AND MENTAL HEALTH SERVICES

#### *Mental Health Services South*

#### **Executive Support Officer (516544)**

Applications Close:—Friday, 15 October 2010.

Salary:—\$53,384 - \$62,872 p.a.

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

Fixed-term full-time day work commencing As soon as possible until 18 November 2011

Location:—St Johns Park, New Town

Duties:—The Office of the Chief Executive Officer (CEO), Statewide and Mental Health Services is seeking to employ an Executive Support Officer in a fixed term capacity to manage the efficient operation of the office. This will include the provision of high level administrative, clerical, reception, and secretarial support, the co-ordination of the preparation of complex and confidential documentation such as Ministerial and Question Time Briefs and the provision of background notes for matters relating to the activities of the service.

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 in the following areas: Crimes of violence; Sex related offences; Serious drug offences; and d) Crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to Narelle Butt, Department of Health and Human Services, phone (03) 6230 7722, email [narelle.butt@dhhs.tas.gov.au](mailto:narelle.butt@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, GPO Box 125, Hobart 7001

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## INFRASTRUCTURE, ENERGY AND RESOURCES

## LAND TRANSPORT SAFETY

**Project Manager Alcohol Interlock Programme (372378)**

Applications Close:—Friday, 15 October 2010.

Salary:—\$83,867 - \$91,369 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Fixed-term full-time 12 Months

Location:—Hobart

Duties:—Engage with key external stakeholders, other Government agencies, and other areas of the Agency to identify and manage varying expectations, needs and issues and develop appropriate strategies for resolution of complicated project issues.

Make effective use of project management methodologies to manage the Program, to monitor progress and to develop measures for evaluating the success in the short and longer term.

Provide the Manager Land Transport Safety Policy and senior management with strategic and tactical advice in relation to development, implementation and ongoing success of the Program.

Prepare high level correspondence, reports, Cabinet submissions, briefing material and legislative drafting instructions. Lead and facilitate high level meetings and give presentations to senior managers and other stakeholders as required.

Manage the human, physical and financial resources allocated to the project and satisfy all reporting requirements relating to the Program.

Manage the planning, development and implementation of the Program, including the preparation of project documentation, budget and resource allocation, development of funding models and the management and co-ordination of work undertaken by other officers.

Desirable Requirements:—An appropriate tertiary qualification in a relevant discipline.

Enquiries to David Edmiston, Manager Policy and Projects, Department of Infrastructure, Energy and Resources, 10 Murray Street, phone (03) 62 33 4553, email David.Edmiston@dier.tas.gov.au

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

## INFRASTRUCTURE, ENERGY AND RESOURCES

## LAND TRANSPORT SAFETY

**School Crossing Patrol Officer (901610)**

Applications Close:—Friday, 15 October 2010.

Salary:—\$33,637 - \$41,899 pro rata.

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term casual

Location:—Channel Area

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

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

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

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, Serious Driving Offences; and

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

Desirable Requirements:—Current drivers licence.

Possession of a current First Aid Certificate

Enquiries to Bob Sharp, Road Safety Consultant, Department of Infrastructure, Energy and Resources, 10 Murray Street, phone (03) 62 33 5698, email Robert.Sharp@dier.tas.gov.au

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

## JUSTICE

## CORPORATE SERVICES

*Information Technology Services***Service Desk Analyst (354835)**

Applications Close:—Friday, 15 October 2010.

Salary:—\$43,406 - \$47,341 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term full-time 73.5 hours per fortnight for a period of 12 months

Location:—Hobart

Duties:—Under minimum supervision and direction, undertake basic support and the initial diagnosis and classification of incidents and service requests. Ensure all contact is recorded in the Service Desk system and assigned appropriately. Assist in the management of the service desk job queues to ensure clients are appraised as to the status of their jobs and that jobs are reassigned as necessary.

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

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

Desirable Requirements:—Current drivers licence.

Enquiries to John Cole, Manager Service Support, Information Technology Services, Department of Justice, phone (03) 6242 2401, email john.cole@justice.tas.gov.au

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact John Cole on (03) 6242 2401.

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

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

## JUSTICE

### OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS

#### **Legal Practitioner (355609)**

Applications Close:—Friday, 15 October 2010.

Salary:—\$42,391 - \$53,848 p.a.

Legal Practitioners Award, Level 1.

Permanent full-time 73.5 hours per fortnight

Location:—Hobart

Duties:—To act as solicitor and counsel in civil matters involving the State and its Agencies before any Commonwealth or State Courts, Tribunals or Boards at first instance. To provide advice to the State and its Agencies in respect of civil legal issues. To act as Counsel in such other matters involving the State and its Agencies as may be directed from time to time by the Director of Public Prosecutions.

Essential Requirements:—Admitted or eligible for admission as a Barrister or Practitioner of the Supreme Court of Tasmania.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction 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. 2) Disciplinary action in previous employment check. 3) Identification check.

Enquiries to Kerry Worsley, Manager Crown Law, Department of Justice, phone (03) 6233 8732, email [kerry.worsley@justice.tas.gov.au](mailto:kerry.worsley@justice.tas.gov.au)

Applications to Recruitment and Establishment, Human Resources, Department of Justice, GPO 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 Kerry Worsley on (03) 6233 8732.

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

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

## JUSTICE

### OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS

#### **Legal Practitioner (356279)**

Applications Close:—Friday, 15 October 2010.

Salary:—\$101,396 - \$114,864 p.a.

Legal Practitioners Award, Level 4.

Permanent full-time 73.5 hours per fortnight

Location:—Hobart

Duties:—To act as Solicitor and Counsel in routine, complex and critical civil matters and appeals on behalf of the State of Tasmania, its instrumentalities and Agencies before a range of courts and tribunals. To provide comprehensive, accurate and timely advice to the State and its Agencies in respect of civil legal issues. To provide professional supervision, direction and instruction to junior legal practitioners, including allocating and supervising professional legal work.

Essential Requirements:—Admitted or eligible for admission as a Barrister or Practitioner of the Supreme Court of Tasmania.

Desirable Requirements:—A minimum of seven years relevant experience.

Enquiries to Kerry Worsley, Manager Crown Law, Department of Justice, phone (03) 6233 8732, email [kerry.worsley@justice.tas.gov.au](mailto:kerry.worsley@justice.tas.gov.au)

Applications to Recruitment and Establishment, Human Resources, Department of Justice, GPO 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 Kerry Worsley on (03) 6233 8732.

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

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

## JUSTICE

### OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS

#### **Legal Practitioner (356280)**

Applications Close:—Friday, 15 October 2010.

Salary:—\$84,283 - \$98,184 p.a.

Legal Practitioners Award, Level 3.

Permanent full-time 73.5 hours per fortnight

Location:—Hobart

Duties:—To act as Solicitor and Counsel in routine and complex civil matters and appeals on behalf of the State of Tasmania, its instrumentalities and Agencies before a range of courts and tribunals. To provide comprehensive, accurate and timely advice to the State and its Agencies in respect of civil legal issues. To provide professional supervision, direction and instruction to junior legal practitioners, including allocating and supervising professional legal work.

Essential Requirements:—Admitted or eligible for admission as a Barrister or Practitioner of the Supreme Court of Tasmania.

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

Enquiries to Kerry Worsley, Manager Crown Law, Department of Justice, phone (03) 6233 8732, email [kerry.worsley@justice.tas.gov.au](mailto:kerry.worsley@justice.tas.gov.au)

Applications to Recruitment and Establishment, Human Resources, Department of Justice, GPO 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 Kerry Worsley on (03) 6233 8732.

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

## JUSTICE

### OFFICE OF THE SECRETARY

#### ***Policy Support and Research Officer (356006)***

Applications Close:—Friday, 15 October 2010.

Salary:—\$66,073 - \$69,098 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time 73.5 hours per fortnight

Location:—Hobart

**Duties:**—Provide high level policy advice to the Director of Corrective Services on issues related to corrective services. Prepare high level documents, including correspondence, reports, briefings and conference papers. Respond to enquiries from a range of individuals and organisations, including regular reporting to national bodies.

**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:

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 Legislative Power; Crimes involving Conspiracy. Disciplinary action in previous employment check. Identification check.

Enquiries to Michelle Lowe, Senior Policy Officer, Office of the Secretary, Department of Justice, phone (03) 6233 2028, email [michelle.lowe@justice.tas.gov.au](mailto:michelle.lowe@justice.tas.gov.au)

Applications to Recruitment and Establishment, Human Resources, Department of Justice, GPO 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 Daphne Webb on (03) 6233 6809.

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

### VICTIMS SUPPORT SERVICES

#### ***Administration and Liaison Officer (355170)***

Applications Close:—Friday, 15 October 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:—Hobart

**Duties:**—Undertake high level administrative and clerical functions associated with the day to day operations of the Victims Assistance Unit including the Victims Register and the Secure Mental Health Register. Liaise and provide information to victims of crime, victims of crime services, staff from within the Department of Justice and concerned members of the public. Provide information and recommendations to the Parole Board in relation to victims of crime.

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

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

Enquiries to Debra Rabe, Manager Victims Support Services, Department of Justice, phone (03) 6233 5007, email [debra.rabe@justice.tas.gov.au](mailto:debra.rabe@justice.tas.gov.au)

Applications to Recruitment and Establishment, Human Resources, Department of Justice, GPO 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 Janet McClung on (03) 6233 5002.



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

### VICTIMS SUPPORT SERVICES

#### **Research Officer (355235)**

Applications Close:—Friday, 15 October 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:—Hobart

Duties:—Undertake the day to day operations of the applications for Victims of Crime Assistance including registration of new applications, response to correspondence, liaison with applicants and/or solicitors and finalisation of applications for hearing or decision on papers along with general administrative functions. Assess applications made under the Victims of Crime Assistance Act and provide relevant information and advice as required.

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

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

Desirable Requirements:—Possession of a current drivers licence.

Enquiries to Debra Rabe, Manager Victims Support Services, Department of Justice, phone (03) 6233 5007, email [debra.rabe@justice.tas.gov.au](mailto:debra.rabe@justice.tas.gov.au)

Applications to Recruitment and Establishment, Human Resources, Department of Justice, GPO 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 Janet McClung on (03) 6233 5002.

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

### TASMANIA FIRE SERVICE

#### *Corporate Services*

#### **Finance Clerk Payroll (520487)**

Applications Close:—Monday, 18 October 2010.

Salary:—\$52,043 - \$56,647 p.a.

Tasmanian State Service Award, TFS General Stream, Band 3.

Permanent full-time

Location:—Argyle Street Hobart

Duties:—Assist the Team Leader to ensure the accuracy and integrity of payroll data and the correctness and timeliness of payroll payments in accordance with relevant awards, legislation and Tasmania Fire Service (TFS) and Government policies and procedures.

Desirable Requirements:—Have previous experience in payroll or finance processing. Knowledge of Microsoft Office applications a distinct advantage.

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 Kylie Slyp on (03) 6230 8638 or from [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au)

Enquiries to Kylie Slyp on (03) 6230 8638.

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

## POLICE AND EMERGENCY MANAGEMENT

### TASMANIA FIRE SERVICE

#### *Operations*

#### **Planning Officer Community Protection (521525)**

Applications Close:—Monday, 18 October 2010.

Salary:—\$70,037 - \$73,244 p.a.

Tasmanian State Service Award, TFS General Stream, Band 5.

Fixed-term full-time 3 years

Location:—Burnie/Launceston/Hobart

Duties:—In the assigned Region, lead the development of protection plans to mitigate the impact of fire and other related hazards on Tasmanian communities, with an initial focus on bushfire.

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 Andrew Comer on (03) 6336 5630 or from [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au)

Enquiries to Andrew Comer on (03) 6336 5630.

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



## PREMIER AND CABINET

## TMD

*Programme Management***Senior Project Officer (001733)**

Applications Close:—Friday, 15 October 2010.

Salary:—\$70,028 - \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time (for a 12 month period)

Location:—Hobart

Duties:—Provide project management and contract management support for the development and implementation of new whole-of-government services, in the areas of information systems, telecommunications, and information management. In addition, develop and implement new business practices and systems within TMD with the objective of developing a customer focused service delivery organisation that provides benefits to individual agencies and government as a whole.

Desirable Requirements:—Tertiary qualifications in a relevant discipline or research experience to a similar level would be an advantage.

Enquiries to David Moore, Project Manager, TMD, Department of Premier and Cabinet, phone (03) 6270 5494, email David.Moore@dpac.tas.gov.au

Applications to Matthew Abey, HR Consultant, Department of Premier and Cabinet, GPO Box 123, Hobart Tasmania 7001, phone (03) 6270 5451, fax (03) 6233 2769, email job.application@dpac.tas.gov.au

## PREMIER AND CABINET

## TMD

*Service Delivery***ICT Support Officer (001722)**

Applications Close:—Friday, 15 October 2010.

Salary:—\$43,406 - \$63,737 p.a.

Tasmanian State Service Award, ICT, Level 1 Technician.

Permanent full-time

Location:—Hobart

Duties:—As part of a highly skilled Technology Services team provide information systems management services to client Agencies within the Tasmanian State Service. Within TMD Technology Services provide first level information technology support for TMD customers.

Desirable Requirements:—Satisfactory completion of an appropriate course of study IT-related qualifications including industry certifications.

Enquiries to Bruce Thomas, Manager, Service Delivery TMD, Department of Premier and Cabinet, phone (03) 6270 5551, email Bruce.Thomas@dpac.tas.gov.au

Applications to Matthew Abey, HR Consultant, Department of Premier and Cabinet, GPO Box 123, Hobart Tasmania 7001, phone (03) 6270 5451, fax (03) 6233 2769, email job.application@dpac.tas.gov.au

## PREMIER AND CABINET

## TMD

*Service Delivery*

## Infrastructure Management

**Technology Team Manager (001732)**

Applications Close:—Friday, 15 October 2010.

Salary:—\$93,755 - \$100,987 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time

Location:—Hobart

Duties:—Provision of technical leadership and expertise in support of the whole-of-government IT Transformation strategy that is of critical importance to a number of Tasmanian Government Agencies operations and of strategic importance to DPAC's IT Transformation. The Technology Manager provides leadership to TMD's Information Technology Services Unit and in partnership with TMD's Service Delivery Group is responsible for delivering agreed critical outcomes for Tasmanian Government Agencies.

Desirable Requirements:—Formal tertiary or industry recognised qualifications in IT or a related discipline will be regarded as an advantage.

Enquiries to Bruce Thomas, Manager Service Delivery, Department of Premier and Cabinet, phone (03) 6270 5551, email Bruce.Thomas@dpac.tas.gov.au

Applications to Matt Abey, HR Consultant, Department of Premier and Cabinet, GPO Box 123, Hobart Tasmania 7001, phone (03) 6270 5451, fax (03) 6233 2769, email job.application@dpac.tas.gov.au

## PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

## ABORIGINAL HERITAGE TASMANIA

**Archaeologist (706564)**

Applications Close:—Friday, 15 October 2010.

Salary:—\$82,717 - \$91,369 p.a.

Tasmanian State Service Award, Professional Stream, Band 3.

Permanent full-time

Location:—Hobart

Please note the closing date for applications has been extended until 15 October 2010.

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

Duties:—Provide specialist advice across the State Service to stakeholders and the community, particularly regarding the presence, density, distribution and significance of Aboriginal heritage associated with development proposals. The advice provided involves matters that carry a high degree of sensitivity and risk with the capacity to strongly influence development, planning and commercial decision making.

Essential Requirements:—A graduate qualification relevant to the professional duties to be undertaken is required by the employer, as provided by a university, in a discipline relevant to Archaeology (a degree in archaeology or cultural heritage management majoring in Aboriginal heritage).

Desirable Requirements:—Several years post-graduate experience in cultural heritage management. Experience in directing archaeological excavations and/or survey projects. A current motor vehicle driver's licence.

Enquiries to Michael Jones, phone (03) 6233 6281, email Michael.Jones@heritage.tas.gov.au

Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, GPO Box 44, Hobart 7001, phone (03) 6233 3903, fax (03) 6233 3682, email job.applications@dPIPWE.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

##### BIOSECURITY AND PRODUCT INTEGRITY

###### *Quarantine Services*

#### ***Quarantine Officer (24032 and 702646) (2 vacancies)***

Applications Close:—Friday, 15 October 2010.

Salary:—\$49,097 - \$53,441 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time (36.75 hours per week in accordance with an approved roster)

Location:—Launceston

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

Although the vacancies are initially based in Launceston this could change to Hobart, Devonport or Burnie, 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:—Carry out quarantine clearances for both imports and exports at the barrier and in approved associated locations. Provide input and support to Senior Quarantine staff with day to day operational matters and provide direction and assistance to less experienced staff.

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.

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

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Enquiries to Rick Eisenkoeck, phone (03) 6233 2474, email rick.eisenkoeck@dPIPWE.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 7009, phone (03) 6233 3626, fax (03) 6233 3307, email sam.allen@dPIPWE.tas.gov.au

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

##### BIOSECURITY AND PRODUCT INTEGRITY

###### *Quarantine Services*

#### ***Quarantine Support Officer (706570 and 706571) (2 vacancies)***

Applications Close:—Friday, 15 October 2010.

Salary:—\$33,637 - \$41,899 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Permanent part-time (in accordance with an approved roster)

Location:—Devonport

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

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

The successful applicants 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. The current roster plan is two weekends on (Saturday and Sunday 6.00am - 9.00am) and one weekend off.

Please include a copy of your qualifications including academic transcript.

Duties:—Assist with passenger quarantine clearances at the seaport barrier.

Essential Requirements:—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.

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

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Enquiries to Rick Eisenkoeck, phone (03) 6233 2474, email rick.eisenkoeck@dPIPWE.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 7009, phone (03) 6233 3626, fax (03) 6233 3307, email sam.allen@dPIPWE.tas.gov.au

PRIMARY INDUSTRIES, PARKS, WATER AND  
ENVIRONMENT

RESOURCE MANAGEMENT AND CONSERVATION

*Fox Eradication*

**Community Liaison Officer (703069)**

Applications Close:—Friday, 15 October 2010.

Salary:—\$43,406 - \$47,341 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term full-time until 28 June 2013.

Location:—Devonport or Launceston (subject to negotiation)

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

Duties:—In conjunction with the Community Engagement Section Leader, develop and conduct community awareness activities to increase general awareness of the Fox Eradication Programme and the fox threat to Tasmania. Activities include community information sessions, presentations to business and community groups, providing general programme information to Branch staff and presentations to stakeholders.

Essential Requirements:—A current motor vehicle drivers licence.

Desirable Requirements:—Workplace, Level 2 First Aid Certificate, or equivalent.

Enquiries to Robyn Aylmer, Department of Primary Industries, Parks, Water and Environment, phone (03) 6336 5320, email foxadmin@dpipwe.tas.gov.au

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

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

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PRIMARY INDUSTRIES, PARKS, WATER AND  
ENVIRONMENT

RESOURCE MANAGEMENT AND CONSERVATION

*Land Conservation*

**Senior Conservation Scientist (702964)**

Applications Close:—Friday, 15 October 2010.

Salary:—\$82,717 - \$91,369 p.a.

Tasmanian State Service Award, Professional Stream, Band 3.

Permanent full-time

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:—Provide high level scientific and technical expertise on the sustainable management and conservation of Tasmania's natural resources to the Conservation Policy and Planning

(CPP) Branch, Division and the Department.

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

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

Enquiries to Peter Voller, phone 0429 312 861, email Peter.Voller@dpipwe.tas.gov.au

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

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

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PRIMARY INDUSTRIES, PARKS, WATER AND  
ENVIRONMENT

WATER AND MARINE RESOURCES

*Water Management*

**Water Ranger (20499)**

Applications Close:—Friday, 15 October 2010.

Salary:—\$43,406 - \$47,341 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time (see working hours)

Location:—Wynyard

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

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

Working hours: The occupant will work 25% of full-time hours with the majority of work expected to be between October and April.

Duties:—Assist the Regional Water Management Officer with monitoring and ensuring compliance with the regulatory requirements for water allocation and management in a designated area. Check water usage by landholders against licence allocation and maintain records, check and record stream levels and flows.

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

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

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

Enquiries to Sue Weedon, phone (03) 6336 5405, email sue.weedon@dpipwe.tas.gov.au

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

## TREASURY AND FINANCE

## CORPORATE SUPPORT DIVISION

*Corporate Information Support Branch***Information Management Officer (723272)**

Applications Close:—Friday, 15 October 2010.

Salary:—\$43,406 - \$47,341 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term full-time or part-time, negotiable to no less than 29.4 hours per week.

Location:—Hobart

Duties:—This position works as a member of a team to deliver best practice information management services to clients including the provision of records and TRIM help desk support.

In the context of the selection criteria, to be successful in the position applicants will: have the ability to deliver information management services to clients and provide on the job training to team members and Treasury staff; have the ability to undertake classification, registration, filing and retrieval of correspondence and documents, implement disposal procedures and safe working practices in the manual handling of files and boxes; and be proficient in the use of computerised office products and have the ability to accurately enter and manipulate data.

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

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

Applications to Recruitment Officer, Human Resources Branch, Department of Treasury and Finance, GPO 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.

## THE SKILLS INSTITUTE

## OPERATIONS

**Operations Manager—3 Vacancies**

Applications Close:—Friday, 15 October 2010.

Salary:—\$95,169 p.a.

Post Year 10 Teaching Staff Award, Band 3, Level 3.

Vacancy No. 001716.

Permanent full-time 70 hours per fortnight, 4 weeks recreational leave per annum

Location:—North

Vacancy No. 001717.

Permanent full-time 70 hours per fortnight, 4 weeks recreational leave per annum

Location:—North West

Vacancy No. 001718.

Permanent full-time 70 hours per fortnight, 4 weeks recreational leave per annum

Location:—South

Duties:—Lead, enable, inspire, manage, and support a number of Industry Skills Groups to meet the workforce skills development needs of clients, drive continuous improvement, be an effective change agent and ensure effective controls are in place. Ensure the Operations Group, Industry Skills Groups and individual Delivery Units have the capability to meet client needs and opportunities in the market.

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.

Desirable Requirements:—Trade, para-professional or professional qualifications in a vocational skill area. Certificate IV in Training and Assessment, or equivalent. Proficient desktop IT skills. Current driver license.

Enquiries to Gail Eaton-Briggs, General Manager Operations, The Skills Institute, phone (03) 6233 5325, mobile 0408 102 346, email [Gail.Eaton-Briggs@skillsinstitute.tas.edu.au](mailto:Gail.Eaton-Briggs@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](http://www.jobs.tas.gov.au)

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

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

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

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

## Tasmanian Government Senior Executive Service

### PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

#### EPA DIVISION

**Director, Environment Protection Authority (EPA) (334398)**

Applications Close:—Friday, 22 October 2010.

Salary:—\$144,694 - \$166,398 p.a.

Senior Executive, Level 3.

Senior Executive (Full-Time contract for 5 years)

Location:—Hobart, Tasmania

In addition to the salary a fully maintained private plated motor vehicle for business and personal use is provided.

The Department of Primary Industries, Parks, Water and Environment (DPIPWE) is responsible for the sustainable management and protection of Tasmania's natural and cultural assets for the benefit of Tasmanian communities and the economy. The Department's activities guide and support the use and management of Tasmania's land and water resources and protect its natural and cultural environment. The Department is also responsible for delivering the services that support primary industry development and the protection of the State's relative



disease and pest-free status.

The role of the EPA Division is to provide best practice environmental management in Tasmania through the development, implementation and maintenance of high quality and contemporary legislation and policy framework for sustainable environmental management.

The Director, Environment Protection Authority is the State's independent environmental regulator and exercises the statutory powers and functions of Director, Environment Protection Authority as specified in the Environmental Management and Pollution Control Act 1994 and any other legislation. Under these statutory powers and functions the Director is a member of the Board of the Environment Protection Authority and is an influential contributor to Board decisions, especially with respect to development assessments.

**Duties:** As Director, Environment Protection Authority:

Perform the role of the State's environmental regulator, exercising independent statutory powers and functions under the Environmental Management and Pollution Control Act 1994 to ensure that potentially polluting industries and facilities (Level 2 activities) are assessed and regulated so that they do not have unacceptable impacts on Tasmania's environment and the social and economic values that depend on this.

Manage and implement an emergency management system to maintain a preparedness to respond to marine and land pollution incidents in Tasmania. Perform the role of Chair of the State Marine Pollution Committee and, in the event of a serious incident, the role of State Oil Spill Commander.

**Duties:** As Head of the EPA Division:

Manage the human, physical and financial resources of the EPA Division to support the Environment Protection Authority and Government, ensuring the highest priority environmental management programs and analytical laboratory services are delivered on time and within budget.

Provide informed authoritative technical, policy and strategic advice to the Secretary and the Minister on a broad range of environmental issues which have a strategic and/or critical impact on both corporate objectives and Government policy.

Identify priority and emerging environmental management issues in the State and lead the development and implementation of strategies and policies required to address and meet community and Government expectations in relation to these issues. Ensure that Tasmania's interests are adequately represented and advocated in the development of national environmental policies and strategies.

As a member of the Departmental Executive, contribute to the overall policy development, strategic planning, effective management and future directions of the Department.

**Desirable Requirements:**—Tertiary qualifications in a relevant discipline or an equivalent level of skills together with experience at a senior management level.

Enquiries to Lauren Parr, for a copy of the Statement of Duties, Guidelines for Applicants and Application Form, phone (03) 6233 4037, email [Lauren.Parr@dpipwe.tas.gov.au](mailto:Lauren.Parr@dpipwe.tas.gov.au) or Kim Evans, Secretary, for further information regarding the position, phone (03) 6233 3037, email [Kim.Evans@dpipwe.tas.gov.au](mailto:Kim.Evans@dpipwe.tas.gov.au)

Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, GPO Box 44, Hobart 7001, phone (03) 6233 3903, fax (03) 6233 3682, email [job.applications@dpipwe.tas.gov.au](mailto:job.applications@dpipwe.tas.gov.au)

## PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

### RESOURCE MANAGEMENT AND CONSERVATION

#### *Directorate*

#### ***General Manager, Resource Management and Conservation (330547)***

Applications Close:—Friday, 22 October 2010.

Salary:—\$119,876 - \$131,863 p.a.

Senior Executive, Level 2.

Senior Executive (Full Time contract for 5 years)

Location:—Hobart, Tasmania

In addition to the salary a fully maintained private plated motor vehicle for business and personal use is provided.

The Department of Primary Industries, Parks, Water and Environment (DPIPWE) is responsible for the sustainable management and protection of Tasmania's natural and cultural assets for the benefit of Tasmanian communities and the economy. The Department's activities guide and support the use and management of Tasmania's land and water resources and protect its natural and cultural environment. The Department is also responsible for delivering the services that support primary industry development and the protection of the State's relative disease and pest-free status.

The role of the RMC Division is to provide natural resource management and conservation services to public and private land managers and to natural resource management planners and decision-makers. The Division plays a key role in the sustainable management and conservation of Tasmania's natural values on both private and reserved land.

The Division provides specialist professional advice, data, knowledge and decision support tools to landholders, land managers, regional Natural Resource Management (NRM) Committees, other agencies, local government and business, and is responsible for ensuring compliance with legislative frameworks for the sustainable management and conservation of Tasmania's natural Diversity and for the management and control of weeds, pests and diseases.

**Duties:**—Manage the human, physical, financial and information resources of the Resource Management and Conservation Division to ensure resources are efficiently and effectively applied to ensure the key objectives established for the Division are met.

Contribute as an active participant and member of the Corporate Executive Committee to the Agency's strategic planning and future directions, policy development and operational management.

Lead the identification, development and implementation of strategies to ensure sustainable use of Tasmania's land resources and conservation of the State's natural heritage.

Provide authoritative scientific and strategic policy advice to the Deputy Secretary, the Secretary and the Minister on a range of issues relating to the sustainable use of Tasmania's land resources and conservation of the State's natural heritage.

**Desirable Requirements:**—Relevant tertiary qualifications or demonstration of an equivalent level of skills together with experience at a senior management level.

Enquiries to Josie Doering, for a copy of the Statement of Duties, Guidelines for Applicants and Application Form, phone (03) 6233 3504, email [Josie.Doering@dpipwe.tas.gov.au](mailto:Josie.Doering@dpipwe.tas.gov.au) or John Whittington, for further information regarding the position, phone (03) 6233 3028, email [John.Whittington@dpipwe.tas.gov.au](mailto:John.Whittington@dpipwe.tas.gov.au)

Applications to Manager, Human Resources Management, Department of Primary Industries, Parks, Water and Environment, GPO Box 44, Hobart 7001, phone (03) 6233 3903, fax (03) 6233 3682, email [job.applications@dpipwe.tas.gov.au](mailto:job.applications@dpipwe.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	Facilities Officer	P. Ford	6 months	27.09.10
Education	Laboratory Technician - Triabunna District High School	J. Finn	6 Months	20.09.10
Education	Teacher Aide General - Distance Education Tasmania	R. Debnam	6 Months	22.09.10
Education	Customer Services Officer - Currie Library	O. Richards	6 Months	29.09.10
Education	Archivist - Tasmanian Archive & Heritage Office	C. Sutton	6 Months	20.09.10
Education	Canteen Assistant - Brighton Primary School	K. Holmstrom	6 Months	20.09.10
Health & Human Services	Customer Service Officer	J. Boulter	6 months	19.09.10
Health & Human Services	Customer Service Officer	D. Ellingworth	6 months	19.09.10
Health & Human Services	Registered Nurse	J. Kingston	6 months	01.10.10
Health & Human Services	Customer Service Officer	A. Lambert	6 months	19.09.10
Health & Human Services	Enrolled Nurse	S. Glancy	6 months	03.10.10
Health & Human Services	Technical Officer (Biomedical Engineering)	M. Stevens	6 months	18.10.10
Health & Human Services	Medical Scientist	C. Trevett	6 months	04.10.10
Health & Human Services	Biomedical Engineering Officer	M. La Palombara	6 months	08.10.10
Health & Human Services	Manager Community Partnership Team	S. MacKenzie	6 months	04.10.10
Health & Human Services	Enrolled Nurse	K. Challenger	6 Months	19.09.10
Health & Human Services	Cleaner	R. Woods	6 Months	03.10.10
Health & Human Services	Cleaner	C. White	6 Months	03.10.10
Health & Human Services	Customer Service Officer	M. Mangos	6 months	19.09.10
Health & Human Services	Policy, Projects and Government Relations	N. Lewis	6 months	04.10.10
Justice	Senior Psychologist	H. Gardner	Six Months	25.10.10
Justice	Enforcement Officer	N. Mann	6 months	04.10.10
Police & Emergency Management	Clerical Support Officer	T. Lockley	6 months	18.10.10
Primary Industries, Parks, Water & Environment	Communications Officer - Derwent Estuary Program	U. Taylor	1 month	30.09.10
Primary Industries, Parks, Water & Environment	Business Manager	B. Wilkinson	6 months	18.10.10
Primary Industries, Parks, Water & Environment	Fire Fighter	A. Geard	3 months	29.09.10
Primary Industries, Parks, Water & Environment	Fire Fighter	J. Hughes	3 Months	29.09.10
Treasury & Finance	Project Manager	D. Bhandari	6 months	11.10.10
Tasmanian Polytechnic	Teacher	D. Chappell	3 months	21.09.10
Tasmanian Polytechnic	Administrative Assistant	L. Standaloft	3 months	21.09.10

### *Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	B. Vince	Advanced Skills Teacher (Information & Access) - Tasmanian eSchool	20.09.10
Education	R. Loh	School Administrative Clerk - Early Childhood Intervention Service (Hobart)	30.09.10
Education	S. Houston	Ministerial Support Officer - Ministerial & Coordination Unit	20.09.10
Health & Human Services	J. Hoyt	Clinical Nurse	25.06.10

Health & Human Services	J. Boucher	Clinical Nurse	25.06.10
Health & Human Services	J. Carr	Executive Officer Service Development and Projects	27.09.10
Health & Human Services	K. Tulip	Clinical Nurse	04.10.10
Justice	T. Brinton	RDA Administration Officer	23.09.10
Justice	J. Maxfield	General Manager, Tasmania Prison Service	29.09.10
Police & Emergency Management	M. Klop	District Officer North West	28.09.10
Police & Emergency Management	I. Bounds	District Officer North	28.09.10
Treasury & Finance	S. Picot	Specialist Economic Analyst	30.09.10

*Fixed-Term Appointments of greater than 12 Months*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Term</i>	<i>Date of Effect</i>
Primary Industries, Parks, Water & Environment	Field Officer (Fox Eradication)	J. McGrath	04/10/10 - 28/06/13	04.10.10

*Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Registered Nurse	C. Fleming	01.09.10
Police & Emergency Management	Domestic Supervisor	L. Bick	27.10.10
Port Arthur Historic Site Management Authority	Chef	B. Schultz	29.09.10
Tasmanian Polytechnic	Teacher	E. Winkler	28.09.10

*Resignation of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	Artisan (Framing)	R. Prince	22.09.10
Health & Human Services	Medical Director Quality and Safety	C. Gericke	30.09.10
Health & Human Services	Registered Nurse	M. Hoare	23.09.10
Health & Human Services	Registered Nurse	D. Bell	24.09.10
Health & Human Services	Patient Transport Officer	D. Reid	24.09.10
Health & Human Services	Home Help Personal Carer	M. Hewitt - Hall	24.09.10
Health & Human Services	Linen Assistant	S. Nailer	13.09.10
Health & Human Services	Pharmacist	A. Abo Salem	01.10.10
Health & Human Services	Registered Nurse	M. Schultz	25.09.10
Justice	Clerk	J. Henderson	11.08.10
Police & Emergency Management	Assistant Director, Policy & Programs	C. Beattie	08.10.10
Primary Industries, Parks, Water & Environment	Fire-fighter	G. Simonetis	22.09.10
Public Trustee	Senior Finance Officer	C. Campbell	29.09.10



# Our conscience is crystal clear.

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Print Applied Technology remains ever vigilant in reducing the impact of its operations on the environment, and environmental management within our production facilities is considered a critical aspect of our business.

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(FSC). FSC certification is the "Gold Standard" for eco forestry worldwide, and as a 'Chain of Custody' certificate holder we can now assure our valued customers that selected papers sourced for our operations are from responsibly managed forests.

The use of the highly guarded FSC trademark now also allows our customers to demonstrate their commitment to the growth of responsible forest management. Further to this, we can now share with you the knowledge that areas of natural wealth and endangered wildlife habitat are not being adversely affected as a consequence of our paper sourcing policy.

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For further information please contact Print Applied Technology or visit [www.fscaustralia.org](http://www.fscaustralia.org)



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