



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

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

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

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

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

Further Information

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

Submission of Applications

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

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

Fixed-Term Appointment

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

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

Fixed-Term Employment Registers

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

Tasmanian Government Gazette

Email text copy to

govt.gazette@thepat.com.au

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

State Service Notices

Vacancy, Direct Selection and Staff Movement Notices

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

Order Information

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

Deadlines

Government Gazette :—

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

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

Deadlines will be strictly adhered to

Subscription or account enquiries phone (03) 6233 3148

DEPARTMENT OF ECONOMIC DEVELOPMENT,
TOURISM AND THE ARTS

CULTURE, RECREATION AND SPORT

Tasmanian Museum and Art Gallery

Senior Project Curator/Content Producer, Redevelopment (425219).

Applications Close:—Friday, 15 April 2011.

Salary:—\$72,946 – \$84,363 p.a.

Tasmanian State Service Award, Professional Stream, Band 2.

Fixed-term full-time for 2 years.

Location:—Hobart.

Duties:—Drive interpretive and visitor experience outcomes for Stage 1 Redevelopment exhibition projects focussing on, but not specific to, Hunter Gallery exhibitions, with a specific focus on achieving project outputs aligned to the future business objectives of the Tasmanian Museum and Art Gallery.

Create and deliver innovative and high impact programs relating to the cultural, creative and natural history of Tasmania using collection material, new and alternative media, film, and other exhibition delivery techniques, and working across disciplines.

Essential Requirements:—A graduate qualification relevant to the professional duties to be undertaken is required by the employer, as provided by a university.

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

Desirable Requirements:—Postgraduate training in an appropriate course of study. Appropriate experience in a similar curatorial environment and a record of research are desirable.

Enquiries to Bill Seager, Redevelopment Content Manager, Department of Economic Development, Tourism and the Arts, phone (03) 6211 4156, mobile 0400 098 732, email **Bill.Seager@tmag.tas.gov.au**.

Applications to Justine McGuire, Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart TAS 7001, phone (03) 6233 5767, 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.

HEALTH AND HUMAN SERVICES

CARE REFORM

Liaison and Implementation Officer, Medical Specialist Outreach Assistance Program (520133).

Applications Close:—Friday, 15 April 2011.

Salary:—\$75,145 – \$86,530 p.a.

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

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

Location:—Launceston.

Duties:—The Liaison and Implementation Officer will provide a consultancy service in relation to the Medical Specialist Outreach Assistance Program (MSOAP), with special attention to consultation, relationship-building and the implementation within the Aboriginal health component. This work will involve management, implementation and co-ordination of the MSOAP, effective and sustainable stakeholder management, cross-cultural liaison, problem solving, analysis of complex issues and investigation and research into policy issues and liaison across Agency.

Desirable Requirements:—Demonstrated knowledge and understanding of the current issues impacting on the health and human services industry, with comprehensive knowledge of Aboriginal health needs and services in Tasmania and the Medical Specialist Outreach Assistance Program (MSOAP). High level written and verbal communication skills, and problem solving skills; including a capacity to consult and negotiate with significant stakeholders and professional members on complex service, political and professional issues. Demonstrated capacity to immediately build sustainable relationships with Aboriginal health providers and consumers within Tasmania.

Enquiries to Kim Atkins, Department of Health and Human Services, phone (03) 63365144, email **kim.atkins@dhhs.tas.gov.au**.

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

Better health and quality of life around Tasmania. Visit us at **www.dhhs.tas.gov.au**.

HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

Data Analyst (503185).

Applications Close:—Friday, 15 April 2011.

Salary:—\$75,145 – \$86,530 p.a.

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

Permanent full-time day work, working 76 hours per fortnight. Notwithstanding, hours per fortnight will be negotiated with the successful applicant.

Location:—11 Alexandra Road, Ulverstone.

Duties:—The North West Area Health Service is seeking to recruit an experienced and motivated Data Analyst to our team. Some of your key functions will be to provide data analysis services to the North West Area Health Service including the provision and management of relevant, high quality hospital activity and casemix information.

Additionally, you will be required to work extensively with the Director of Business and Clinical Analysis and clinicians to promote and support the effective use of data through development of data analysis and reporting mechanisms that reflect the business needs of the Area.

Production of regular reports that reflect hospital performance information to guide in service planning and performance monitoring activities are also key tasks.

Ideally, you will have a well developed, high level understanding of the concepts underlying casemix classification systems, needs based planning and performance measurement; good understanding of the collection and use of clinical data.

A high level of research and analytical skills is essential, along with an understanding of health legislation, data collection methods and data analysis, especially with health related content.

If this sounds like your next career move and you can demonstrate high level strategic, conceptual, analytical and creative skills and have the ability to make sound judgements, then please call Simon Foster on (03) 6490 8953 to discuss your application today.

We will offer you a welcoming, contemporary and supportive work environment, excellent salary, superannuation and access to salary packaging along with an enviable lifestyle, living and working on Tasmania's scenic North West Coast.

Desirable Requirements:—Holds, or is working towards, appropriate tertiary qualifications.

Enquiries to Simon Foster, Department of Health and Human Services, phone (03) 6490 9853, email simon.foster@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Human Resources, North West Area Health Service, P.O. Box 274, Ulverstone 7315.

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

Data Analyst (520122).

Applications Close:—Friday, 15 April 2011.

Salary:—\$75,145 – \$86,530 p.a.

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

Fixed-term full-time day work, working 76 hours per

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

Location:—11 Alexandra Road Ulverstone.

Duties:—The North West Area Health Service is seeking to recruit for a fixed term, an experienced and motivated Data Analyst to our team. Some of your key functions will be to provide data analysis services to the North West Area Health Service including the provision and management of relevant, high quality hospital activity and casemix information.

Additionally, you will be required to work extensively with the Director of Business and Clinical Analysis and clinicians to promote and support the effective use of data through development of data analysis and reporting mechanisms that reflect the business needs of the Area.

Production of regular reports that reflect hospital performance information to guide in service planning and performance monitoring activities are also key tasks.

Ideally, you will have a well developed, high level understanding of the concepts underlying casemix classification systems, needs based planning and performance measurement; good understanding of the collection and use of clinical data.

A high level of research and analytical skills is essential, along with an understanding of health legislation, data collection methods and data analysis, especially with health related content.

If this sounds like your next career move and you can demonstrate high level strategic, conceptual, analytical and creative skills and have the ability to make sound judgements, then please call Simon Foster on (03) 6490 8953 to discuss your application today.

We will offer you a welcoming, contemporary and supportive work environment, excellent salary, superannuation and access to salary packaging along with an enviable lifestyle, living and working on Tasmania's scenic North West Coast.

Desirable Requirements:—Holds, or is working towards, appropriate tertiary qualifications.

Essential Requirements:-

Enquiries to Simon Foster, Department of Health and Human Services, phone (03) 6490 8953, email simon.foster@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Human Resources, North West Area Health Services, P.O. Box 274, Ulverstone 7315.

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

Executive Support Officer (518843).

Applications Close:—Friday, 15 April 2011.

Salary:—\$57,401 – \$66,374 p.a.

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

Permanent full-time day work, working 76 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—North West Area Health Service, Alexandra Road, Ulverstone.

Duties:—Are you seeking a career change? Do you want new challenges? This position could be your opportunity.

The North West Area Health Service is seeking to recruit an enthusiastic, dynamic and motivated person to provide high level executive and administrative support for the Chief Executive Officer.

You will be responsible for co-ordinating the preparation of complex and confidential documentation and will be required to undertake research for Ministerial, Question Time Briefs and Freedom of Information requests. Preparation of background notes for matters relating to the activities of the business unit will also be a key task and therefore you will possess excellent interpersonal and communication skills and a high level of initiative.

You will be expected to develop systems and protocols, which ensure an efficient flow of information to and from the office of the Chief Executive Officer. Your work environment will include working with members of the business support unit for the North West Area Health Service and it is essential that you are a team player and adopt a cooperative approach to tasks.

Providing prompt, efficient and personalised service, you will be flexible to meet the varying demands of the role and can demonstrate good time management skills. It is important that you develop and maintain relationships with key people, internally and externally as this will contribute to your effectiveness to complete tasks.

We can offer you a contemporary and supportive work environment, excellent salary and superannuation and access to salary packaging. The position is based in Ulverstone on Tasmania's North West Coast where you can have an enviable lifestyle, with our beautiful beaches and our famous National Parks on your doorstep.

You are encouraged to contact Melissa Richards to discover more about this career opportunity on 6490 8964.

Desirable Requirements:—Proven experience in, and understanding of, the provision of executive support in a demanding senior management environment with an ability to maintain effectiveness and work without supervision in a senior management environment often subject to work pressures and change.

Analytical, organisational and investigative skills, together with the ability to think critically and solve problems.

Ability to exercise initiative, judgement, sensitivity and discretion, including the ability to interpret and analyse information and recommend or decide on appropriate action within a senior management environment.

Essential Requirements:—

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

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Human Resources, North West Area Health Service, P.O. Box 274, Ulverstone 7315.

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

North West Regional Hospital

Senior Physiotherapist Critical Care/Acute Cardiorespiratory, Readvertised (502065).

Applications Close:—Friday, 22 April 2011.

Salary:—\$72,095 – \$82,694 p.a.

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

Permanent full-time day work, working 76 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—North West Regional Hospital.

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

You will provide and maintain a physiotherapy service to inpatient Respiratory Wards and associated areas, ICU/HDU/CCU, Paediatric Wards and respiratory Outpatient services as required. You will also be expected to provide professional guidance and support to Level 1/2 Physiotherapists and students, along with other members of the multi disciplinary team including clinical governance for competency for weekend service work.

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

We offer excellent opportunities for professional development and clinical leadership, a supportive and committed team of 30 clinical staff, with opportunities for innovative health promotional activities. You will have access to a rehab gym and a well resourced department to support you in your role. There is opportunity to travel within the region. We also offer salary packaging, relocation assistance, lower cost of housing and a fantastic lifestyle.

We encourage you to discover more about this great opportunity by contacting Lisa Sanderson on 0417 122 319.

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

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

Enquiries to Lisa Sanderson, Department of Health and Human Services, mobile 0417 122 319, email lisa.sanderson@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Human Resources, North West Area Health Service, P.O. Box 274, Ulverstone 7315.

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

Ward Clerk (504259).

Applications Close:—Friday, 15 April 2011.

Salary:—\$45,265 – \$49,325 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:—Launceston General Hospital, Charles St, Launceston.

Duties:—To provide an effective and efficient clerical, administration and reception support in Day Procedure Unit (DPU), with functions undertaken under general direction, based on established procedures and practice providing an effective front line service to the public.

Enquiries to Annette Galvin-Ridge, Department of Health and Human Services, phone (03) 6348 8723, email annette.galvin-ridge@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, P.O. Box 1963, Launceston 7250.

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Royal Hobart Hospital Emergency Management Co-ordinator (511385).

Applications Close:—Friday, 15 April 2011.

Salary:—\$68,882 – \$72,023 p.a.

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

Permanent full-time day work.

Location:—Royal Hobart Hospital.

Duties:—The successful applicant will ensure the appropriate application of fire safety and evacuation procedures and undertake the role of Chief Warden during incident management. They will be responsible for coordination of systemic implementation of emergency procedures, training and assist with evaluation and planning of strategies to minimise risk.

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

Enquiries to Carl Graham, Department of Health and Human Services, phone (03) 6222 8195, mobile 0418 394 387, email carl.graham@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: StaffLink Recruitment Services, Department of Health and Human Services, G.P.O. Box 1061, Hobart 7001.

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Specialist Pharmacist, Infectious Diseases (517862).

Applications Close:—Friday, 22 April 2011.

Salary:—\$72,095 – \$82,694 p.a.

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

Permanent full-time day work (with oncall).

Location:—Pharmacy Department, Royal Hobart Hospital.

Duties:—The Royal Hobart Hospital's Antimicrobial Stewardship Program, 'Enhance RHH', has been in place since July 2009. The position of Specialist Pharmacist, Infectious Diseases is central to this program.

The role involves:—Regular ward rounds with the Infectious Diseases team.

Provision of clinical pharmacy services in accordance with the APAC Guidelines.

Ongoing monitoring of the hospital's antimicrobial approvals system, 'Guidance', and following up prescriptions for antimicrobials.

Engagement with hospital clinicians who prescribe and utilise antimicrobials, to ensure that these medications are used judiciously.

Development of policies and protocols relating to antimicrobial drugs, and implementing these into routine clinical practice.

Further development of the Guidance system, and assisting in its deployment to other Tasmanian hospitals.

In addition, the role has usual clinical and dispensing duties.

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

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

Enquiries to Duncan McKenzie, Department of Health and Human Services, phone (03) 6222 8450, email duncan.mckenzie@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: StaffLink Recruitment Services, Department of Health and Human Services, G.P.O. Box 1061, Hobart 7001.

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

HR Consultant (514362).

Applications Close:—Friday, 15 April 2011.

Salary:—\$75,145 – \$86,530 p.a.

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

Permanent full-time daywork.

Location:—HR Management Team, Hobart.

Using a portfolio management approach, the HR Consultant as team leader, provides and co-ordinates human resource (HR) consultancy services to senior managers and employees and works closely with individual business units within Statewide and Mental Health Services (SMHS) to help diagnose and manage HR needs within the portfolio including the development of contemporary HR management strategies, policies and frameworks to further the HR objectives of the Operational Unit in the provision of a safe working environment; and a planned and performing workforce.

Desirable Requirements:—Demonstrated ability to co-ordinate and provide high-level consultancy services in human resource management including demonstrated strategic, diagnostic and analytical skills with the ability to provide high-level authoritative advice and HR solutions to meet operational

needs. Demonstrated ability to develop, market and implement contemporary human resource management policies, practices and frameworks. Demonstrated ability to lead and coach a multiskilled HR team, promoting trust, integrity, enthusiasm and a client-focused culture.

Enquiries to Benita Gray, Department of Health and Human Services, phone (03) 6236 5876, email benita.gray@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Correctional Health Services

Care Assistant (515993).

Applications Close:—Friday, 15 April 2011.

Salary:—\$42,602 – \$44,672 p.a.

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

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

Location:—Wilfred Lopes Centre.

Duties:—Vacancies exist for the Care Assistants to work with prisoners with mental illness and mental health clients with challenging behaviours in a secure environment at the Wilfred Lopes Centre in Hobart. This is a statewide secure facility which manages the complex mental health needs of these individuals whilst providing least restrictive care in a secure environment in a state of the art facility. We are looking for individuals who would like to work in this area to broaden their scope of practice in the field of mental health. Excellent in-service education opportunities exist with a dedicated Clinical Nurse Educator on-site. If you think this might be of interest to you then we would like to hear from you.

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

Enquiries to Susan Styles, Department of Health and Human Services, phone (03) 6216 8007, email susan.styles@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Correctional Health Services

Registered Nurse (515449).

Applications Close:—Friday, 15 April 2011.

Salary:—\$50,761 – \$67,111 pro rata.

Nurses (TPS) Award, Registered Nurse Grade 3, Year 1a to Year 7.

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

Location:—Wilfred Lopes Centre, Hobart.

Duties:—Vacancies exist for the Registered Nurses to work with prisoners with mental illness and mental health clients with challenging behaviours in a secure environment at the Wilfred Lopes Centre in Hobart. This is a statewide secure facility which manages the complex mental health needs of these individuals whilst providing least restrictive care in a secure environment in a state of the art facility. We are looking for individuals who would like to work in this area to broaden their scope of practice in the field of mental health. Excellent in-service education opportunities exist with a dedicated Clinical Nurse Educator on-site. If you think this might be of interest to you then we would like to hear from you.

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

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

Enquiries to Susan Styles, Department of Health and Human Services, phone (03) 6216 8007, email susan.styles@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Forensic Mental Health Services

Community Forensic MHS

Community Health Nurse (514025).

Applications Close:—Friday, 15 April 2011.

Salary:—\$60,087 – \$70,230 p.a.

Nurses (TPS) Award, Registered Nurse, Grade 3 Year 4 to Grade 4 Year 2 CH, FCH.

Permanent full-time daywork.

Location:—Community Forensic Mental Health, North.

Please Note: Correctional Health Services allowance of 6.5% applies.

Duties: Provide a comprehensive clinical service through assessment, planning, implementation and evaluation of a range of treatments and interventions with community based clients in the North and North West of Tasmania. Utilise nursing knowledge and provide direct nursing care to individuals in

collaboration with Community Forensic Mental Health team members to ensure continuity of care and case management of community clients.

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

Current Drivers Licence.

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

Enquiries to Scott Beswick, Department of Health and Human Services, phone (03) 6336 2627, email scott.beswick@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Health and Wellbeing Services

Cancer Screening and Control Service

Specialist Radiographer (516355).

Applications Close:—Friday, 15 April 2011.

Salary:—\$72,095 – \$82,694 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:—BreastScreen, Hobart.

Duties:—Responsible for performing screening mammography and further assessment imaging as required at BreastScreen Tasmania screening unit site locations.

Essential Requirements:—Entitled to be granted registration in Tasmania by the Medical Radiation Science Professionals Registration Board (MRSPRB).

Enquiries to Jenny Huntley, Department of Health and Human Services, phone (03) 6216 4324, email jenny.huntley@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Health and Wellbeing Services

Oral Health Services

Dental Assistant (501409).

Applications Close:—Friday, 15 April 2011.

Salary:—\$46,183 – \$49,324 p.a.

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

Fixed-term full-time day work, (not withstanding part-time hours will be considered), commencing as soon as possible until 27 April 2012.

Location:—Oral Health Services, Hobart.

Duties:—To assist the Dental Clinician by providing a range of support including clinical chairside assistance, administrative and clerical activities, and sterilisation and infection control practices. To take a lead role in training, assisting and orientating less experienced staff.

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

Enquiries to Anita Lindsay, Department of Health and Human Services, phone (03) 6214 5485, email anita.lindsay@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Health and Wellbeing Services

Oral Health Services

Dental Prosthetist (501292).

Applications Close:—Friday, 15 April 2011.

Salary:—\$46,914 – \$75,272 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, Launceston.

Duties:—Provide comprehensive care for clients in the specialised field of dental prosthetics in accordance with the Health Practitioner Regulation National Law Act.

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

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

violence, sex related offences, serious drug offences, crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

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

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Mental Health Services North

Community Mental Health Nurse (504939).

Applications Close:—Friday, 15 April 2011.

Salary:—\$60,087 – \$70,230 p.a.

Nurses (TPS) Award, Registered Nurse, Grade 3 Year 4 to Grade 4 Year 2 CH, FCH.

Permanent full-time daywork.

Location:—Older Persons Mental Health Service, North.

Annual Salary Range is based on individual experience and qualifications. Generous allowances provided for multidisciplinary roles and post-graduate qualifications.

Duties: As part of a multi-disciplinary team the Community Nurse provides a specialist mental health service within the community setting for a designated client group, utilising evidence based practices and recovery principles and delivers co-ordinated assertive case management including triage, crisis, intake and assessment and the development and implementation of individual service plans for designated clients.

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

Current Drivers Licence.

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

Enquiries to Fiona Young, Department of Health and Human Services, phone (03) 6336 4156, email fiona.young@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Mental Health Services North West

Registered Nurse (Post Graduate) (512914).

Applications Close:—Friday, 15 April 2011.

Salary:—\$50,761 – \$67,111 p.a.

Nurses (TPS) Award, Registered Nurse, Grade 3 Year 1a to Year 7.

Fixed-term part-time shiftwork, 38 hours per fortnight, commencing As soon as possible for a period of 2 years.

Location:—Spencer Clinic, North West Regional Hospital.

Duties:—In collaboration with members of the healthcare team assesses, plans, implements and evaluates client care. Involves patients/clients and their families/significant others in the planning and implementation of care. Practices in accordance with the ANMC competencies, Code of Ethics, Code of Professional Conduct and the ANZCMHN inc. Standards of Practice for Mental Health Nurses in the delivery of nursing care.

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

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

Enquiries to Jean Burrows, Department of Health and Human Services, mobile 0438 075 780, email jean.burrows@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Mental Health Services North West

Senior Clinical Psychologist (515955).

Applications Close:—Friday, 15 April 2011.

Salary:—\$82,694 – \$91,461 p.a.

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

Permanent full-time daywork.

Location:—Child and Adolescent Mental Health Service, North West.

Child and Adolescent Mental Health Service, North West, as part of the Tasmanian Department of Health and Human Services, is seeking to appoint a qualified and experienced regional Senior Clinical Psychologist to become part of the CAMHS leadership team. The Senior Clinical Psychologist would promote and encourage ongoing service development, provide liaison and secondary consultation with other services which provide for children, adolescents and their families,

provide leadership and support to the energetic CAMHS multidisciplinary team and provide direct high level specialist clinical psychological assessment and treatment. Applicants drawn to this position will be motivated, enjoy leading, co-ordinating, organising and networking and offer effective and open communication across disciplines and management levels.

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

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

Enquiries to Sue Nesham, Department of Health and Human Services, phone (03) 6434 7280, email sue.nesham@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Mental Health Services South

Registered Nurse (Relief) (512467).

Applications Close:—Friday, 15 April 2011.

Salary:—\$50,761 – \$67,111 pro rata.

Nurses (TPS) Award, Registered Nurse, Grade 3 Year 1a to Year 7.

Fixed-term casual shift worker, hours as and when required, commencing As soon as possible for a period of 12 months.

Location:—Mental Health Services, Hobart.

Duties:—As part of a multi-disciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Registered Nurse; Utilises a problem solving approach and established nursing procedures in the delivery and evaluation of direct care to a designated number of clients. Interacts effectively with consumers, families and significant others in the planning and implementation of care in collaboration with other members of the health team to ensure consumer focused outcomes. Remains actively involved in maintaining and continually improving the quality of client care provided by the service.

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

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

violence, sex related offences, serious drug offences, crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Sharmayne Batt, Department of Health and Human Services, mobile 0439011203, email sharmayne.batt@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Mental Health Services South

Senior Clinical Psychologist (515673).

Applications Close:—Friday, 15 April 2011.

Salary:—\$82,694 – \$91,461 p.a.

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

Permanent full-time day work.

Location:—Hobart and Southern Districts, Adult Community Mental Health Service (CMHS).

Duties:—As part of a multi-disciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Senior Clinical Psychologist; Provides a specialist clinical psychological assessment, treatment and assertive case management service to clients of the regional Adult Community Mental Health Service utilising evidence-based best practice principles within a collaborative and multi-disciplinary framework: Assist the Director of Allied Health to ensure the quality of psychological services in the Adult Mental Health Service through the implementation of the model of professional accountability and supervision: Takes a lead role in ongoing service development and intersectoral liaison: Acts as a consultant to other Agencies with regard to the support and management of clients with mental health needs and promotes community awareness in relation to mental health.

Essential Requirements:—Registered with the Psychology Board of Australia and endorsed to practice in the approved area of practice of clinical psychology.

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

Enquiries to Phil Tilley, Department of Health and Human Services, phone (03) 6233 6011, email phil.tilley@dhhs.tas.gov.au.

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

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INFRASTRUCTURE, ENERGY AND RESOURCES

INFRASTRUCTURE STRATEGY DIVISION

Graduate Policy/Planning Officer (371316).

Applications Close:—Friday, 15 April 2011.

Salary:—\$51,832 – \$62,406 p.a.

Tasmanian State Service Award, Graduate.

Permanent full-time.

Location:—Hobart.

Duties:—Contribute to the development of transport policy, plans and strategies for Tasmania.

Use GIS to analyse and present information spatially.

Contribute to monitoring and advising on developments relating to transport and infrastructure policy and planning matters and provide appropriate advice and input.

Work with key internal and external stakeholders (other Agencies, industry, local government and the community) to ensure their input into integrated transport strategies, policies and plans.

Research and prepare draft correspondence, reports and briefing material for the Agency.

Undertake research and analysis of transport and infrastructure issues, focusing on the quantitative analysis of passenger and freight systems, individually and as part of a project team.

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

Enquiries to Sandra Hogue, Director Infrastructure Planning, Department of Infrastructure, Energy and Resources, 10 Murray Street, Hobart, phone (03) 6233 4867, email Sandra.Hogue@dier.tas.gov.au.

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

JUSTICE

LEGAL AID COMMISSION OF TASMANIA

Conference Co-ordinator (350282).

Applications Close:—Friday, 15 April 2011.

Salary:—\$51,832 – \$56,418 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time.

Location:—Launceston.

Duties:—Manage the conference booking system using the Visual Files Program for the Commission's four offices, including negotiating with conference chairs, advising all parties, booking the conference, follow-up of conference outcomes and the provision of conference reports and statistics from the program. The position is further responsible for the collection of information and data entry of conference participants, details of outcomes or results and other relevant information to allow for analysis and reporting. At the direction of the Launceston Office Manager, perform such other secretarial or administrative functions in appropriate areas of the Commission as required.

Desirable Requirements:—Familiarity with the operations of the Legal Aid Commission. Demonstrated knowledge of the legal system, in particular the operation of conferences pursuant to the Family Law Act, and familiarity with legal terminology. Highly developed interpersonal skills, including an ability to obtain co-operation and assistance in the handling of sensitive matters from Commission clients.

Contact:—A Statement of Duties, Information for Applicants and an Application for Employment are available at www.jobs.tas.gov.au or by contacting Leesa Bevan on (03) 6236 3820 or Leesa.Bevan@legalaid.tas.gov.au.

Enquiries to Leesa Bevan, Director's Assistant, Legal Aid Commission of Tasmania, G.P.O. Box 1422, Hobart, Tas, 7001, phone (03) 6236 3820, fax (03) 6236 3811, email Leesa.Bevan@legalaid.tas.gov.au.

Applications to Leesa Bevan, Director's Assistant, Legal Aid Commission of Tasmania, G.P.O. Box 1422, Hobart, Tas, 7001, phone (03) 6236 3820, fax (03) 6236 3811, email Leesa.Bevan@legalaid.tas.gov.au.

JUSTICE

OFFICE OF THE OMBUDSMAN

Senior Investigation Officer (356306).

Applications Close:—Friday, 15 April 2011.

Salary:—\$76,016 – \$87,325 pro rata.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term part-time minimum 20 hours per month, additional hours by negotiation for a period of 12 months.

Location:—Hobart.

Duties:—Assist the Ombudsman in the fulfilment of the Ombudsman's responsibilities under the Ombudsman Act 1978 and other statutes, as may be required. Assist the Health Complaints Commissioner in the fulfilment of the Commissioner's responsibilities under the Health Complaints Act 1995, as may be required.

Desirable Requirements:—Current Drivers Licence, relevant tertiary qualifications.

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

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

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

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

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

JUSTICE

TASMANIA PRISON SERVICE

*Inmate Services****Prison Administration Clerk (355618).***

Applications Close:—Friday, 15 April 2011.

Salary:—\$45,823 – \$49,978 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time 73.5 hours per fortnight.

Location:—Risdon.

Duties:—Undertake reception duties at the Visitors Centre, including telephone reception, booking visits, receipting of inmate monies and property and providing general customer service to clients. Undertake financial tasks including processing of prisoner requests and checking and upgrading financial transactions for inmates, together with banking of monies.

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.

Additional Information:—This position is a seven day per week, day shift position and weekend work is required.

Enquiries to David Bliss, Manager, Inmate Services, Department of Justice, phone (03) 6216 8179, email david.bliss@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Nikki Bowes on (03) 6216 8184 or nikki.bowes@justice.tas.gov.au.

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

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

JUSTICE

TASMANIAN PLANNING COMMISSION

Planning Adviser (356334).

Applications Close:—Friday, 15 April 2011.

Salary:—\$76,016 – \$87,325 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:—Provide a high level of professional advice and support to the Commission and its delegates as required.

Prepare recommendations to the Commission regarding its statutory decision making and other functions. Assist in preparing advice for the Minister.

Desirable Requirements:—Tertiary qualifications in an appropriate discipline. A current motor vehicle driver's licence.

Enquiries to Peter Fischer, Director Planning Policy, Tasmanian Planning Commission, Department of Justice, phone (03) 6233 2410, email peter.fischer@planning.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Jacki Murfitt on (03) 6233 3769.

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

TASMANIAN PLANNING COMMISSION

Senior Planning Adviser (356335).

Applications Close:—Friday, 15 April 2011.

Salary:—\$90,309 – \$96,458 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:—Provide support to the Commission in the discharge of its strategic planning and statutory functions and powers. Contribute to the provision of land use planning information and advice to the Minister, Government agencies, planning authorities and other key stakeholders. Manage the development and implementation of projects identified through the business planning process.

Desirable Requirements:—Tertiary qualifications in an appropriate discipline. A current motor vehicle driver's licence.

Enquiries to Stewart Johnson, Director Regional Planning and Business Services, Tasmanian Planning Commission, Department of Justice, phone (03) 6233 2325, email stewart.johnson@planning.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Teresa Derrick on (03) 6233 6088.

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.

PORT ARTHUR HISTORIC SITE MANAGEMENT
AUTHORITY
ADMINISTRATION

**Human Resources Officer, Payroll and Recruitment
(HRO/4-11).**

Applications Close:—Wednesday, 20 April 2011.

Salary:—\$58,179 – \$67,288 p.a.

Port Arthur Historic Site Management Authority Award,
General Stream, Band 4.

Permanent full-time.

Location:—Port Arthur.

Duties:—Contribute to the provision of a quality service to managers and staff of the Port Arthur Historic Site Management Authority (PAHSMA) by undertaking the timely and accurate processing of all aspects of the payroll and recruitment functions including the Human Resources Information System (HRIS).

Desirable Requirements:—Diploma or Advanced Diploma in Business (Human Resources) or a related discipline.

Enquiries to Carol Armstrong, Human Resources Manager, Port Arthur Historic Site Management Authority, Port Arthur Tas 7182, phone (03) 6251 2305, fax (03) 6251 2322, mobile 0407 836 211, email carol.armstrong@portarthur.org.au.

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

PREMIER AND CABINET
TMD
Service Delivery

Senior Customer Services Officer (001787).

Applications Close:—Friday, 15 April 2011.

Salary:—\$58,179 – \$67,288 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time (part-time applicants considered).

Location:—Hobart.

Duties:—Assist the Manager Government Contact Centre with the co-ordination of the day-to-day activities of Government Contact Centre services. Undertake tasks associated with leading a team of Customer Service Officers to ensure the effective provision of Government Contact Centre Services including the Service Tasmania phone channel to TMD clients and members of the public.

Enquiries to Marc Nevah, Manager, Government Contact Centre, Department of Premier and Cabinet, phone (03) 6233 4991, email Marc.Nevah@dpac.tas.gov.au.

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

PUBLIC TRUSTEE
TRUSTEE SERVICES

Client Account Manager (790137).

Applications Close:—Friday, 15 April 2011.

Salary:—\$51,832 – \$56,418 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term full-time For a period up to 15 months.

Location:—Hobart.

Duties:—The Client Account Manager will provide effective management of a basic estate and trust administration caseload in accordance with relevant legislation, procedural guidelines and client instructions while exercising a formal discretion in relation to the management of these estates and trusts.

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

Desirable Requirements:—Candidates should have an understanding of, or experience in the trustee industry or an associated industry, or the ability to acquire such knowledge quickly. This person will have the ability to work effectively either individually or as part of a team, well developed communication and interpersonal skills including the ability to deal with a wide range of people in a sensitive and confidential manner and the ability to promote excellent client service through identifying and understanding client needs and building effective relationships.

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

Enquiries to Jamie Lawrence, Southern Branch Manager, Public Trustee, G.P.O. Box 1565, Hobart, Tas, 7001, phone 6233 7607, email jlawrence@publictrustee.tas.gov.au.

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

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

Staff Movements

Permanent Appointments

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Education	Teacher (LOTE) - Ridgley Primary School	H. McBain	12 Months	31.03.11
Education	LINC Services Coordinator - Launceston LINC	K. Gorsuch	6 Months	28.03.11
Health & Human Services	Registered Nurse	L. Hennessy	6 months	31.03.11
Health & Human Services	Registered Nurse	C. Akhurst	6 Months	18.03.11
Health & Human Services	Registered Nurse	E. Reader	6 Months	18.03.11
Health & Human Services	Enrolled Nurse Medication Endorsed	L. Maine	6 months	11.04.11
Health & Human Services	Registered Nurse	S. Eugster	6 months	18.03.11
Health & Human Services	Paramedic	J. Hoare	6 months	04.04.11
Health & Human Services	Registered Nurse	B. Talao	6 months	17.04.11
Health & Human Services	Registered Nurse	C. Drew	6 months	18.03.11
Health & Human Services	Community Health Nurse	R. Berry	6 months	10.04.11
Health & Human Services	Revenue Manager	P. Hepburn	6 months	02.05.11
Health & Human Services	Registered Nurse	A. Barber	6 months	18.03.11
Health & Human Services	Contract Officer	S. Freeman	6 months	06.04.11
Health & Human Services	Child Protection Worker	B. Hamilton	6 months	05.04.11
Health & Human Services	Registered Nurse	S. Lyons	6 Months	28.02.11
Health & Human Services	Registered Nurse	C. Akhurst	6 Months	18.03.11
Health & Human Services	Enrolled Nurse	N. Ransley	6 months	08.05.11
Health & Human Services	Registered Nurse	G. Walker	6 Months	18.03.11
Police & Emergency Management	Communications/Electronics Technical Officer	A. Rollins	6 months	31.03.11
Primary Industries, Parks, Water & Environment	Parks and Reserves Manager (Northwest Coast)	T. Alderson	6 months	04.04.11

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>
Treasury & Finance	Senior Compliance Analyst	R. Mitchelmore	24 months	01.04.11
Treasury & Finance	Senior Compliance Analyst	C. McLennan	24 months	01.04.11

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	B. Bauer	Registration Officer (Zoology)	28.03.11
Economic Development, Tourism & the Arts	K. Brett	Registration Officer (Cultural Heritage)	28.03.11
Health & Human Services	G. Moore	Child Protection Worker	04.04.11
Health & Human Services	K. Madden	Clinical Nurse Educator	04.04.11
Treasury & Finance	M. Feltham	Senior Compliance Analyst	29.03.11

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Assistant Principal	T. Claridge	25.03.11
Education	School Administration Officer	C. Beaumont	25.03.11
Education	Laboratory Technician	B. Paine	28.03.11
Education	Teacher	J. Van Heyster	30.03.11
Education	Teacher	I. Bartle	22.03.11
Health & Human Services	Assistant Pharmacy Stores Manager	M. Symons	18.03.11
Health & Human Services	Cardiac Rehabilitation Nurse	J. Grubb	26.03.11

Resignation of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Registered Nurse	E. Dooley	17.03.11
Health & Human Services	Administrative officer	J. Clingeffer	30.03.11
Health & Human Services	Manager FVCSS South	E. Mulder	01.04.11
Health & Human Services	Child Protection Worker	E. Geldard	02.03.11
Health & Human Services	Senior Physiotherapist (Community)	C. Donoghue	25.03.11
Health & Human Services	Senior Radiation Therapist	P. Leishman	01.04.11
Justice	Correctional Officer	C. Webb	29.03.11
Premier & Cabinet	Tasinet Help Desk Officer	S. Townsend	05.04.11
Treasury & Finance	Receptionist	S. Davey	05.04.11
Treasury & Finance	Revenue Officer	L. Tang	08.04.11
Public Trustee	Client Account Manager	N. Waterworth	01.04.11
Public Trustee	Manager Marketing and Business Development	A. Docking	01.04.11

Transfer of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	L. Adams	Justice	Training Education & Development Officer	17.03.11



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