



TASMANIAN STATE SERVICE NOTICES

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OVER THE COUNTER
SALES \$1.10
INCLUDING G.S.T.

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The State Service provides a reasonable opportunity to members of the community to apply for State Service employment.

Vacancies—General Information

Vacancy notices and job kits including statements of duties, selection criteria and an application form are available at:

www.jobs.tas.gov.au

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

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

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

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

Further Information

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

Submission of Applications

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

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

Fixed-Term Appointment

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

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

Fixed-Term Employment Registers

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

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Associate Professor Kate Crowley
Kate.Crowley@utas.edu.au

Dr Hannah Murhpy
Hannah.Murphy@utas.edu.au

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UNIVERSITY OF TASMANIA

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

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

Registration Officer (Storage and Transport) (706014).

Applications Close:—Friday, 18 February 2011.

Salary:—\$44,925 – \$48,998 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time.

Location:—Hobart.

Duties:—To assist the Registrar with the maintenance and documentation of the State collection; assist with the storage and transport of the State collection; assist with preventative conservation; assist with audits; and co-ordinate and assist staff and volunteers with the movement and storage of collections.

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

Desirable Requirements:—Previous experience in a Museum or Art Gallery environment.

Current drivers license with the ability to operate manual vehicles. Forklift licence, or willingness to obtain.

Enquiries to Anna Hawkes for a copy of the Statement of Duties on (03) 6211 4177 or email anna.hawkes@tmg.tas.gov.au. For further information regarding the vacancy, please contact Philippa Cox, Registrar, phone (03) 6211 4165, email philippa.cox@tmg.tas.gov.au.

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

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

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

CORPORATE SUPPORT DIVISION

Finance

Finance Officer (706240).

Applications Close:—Friday, 18 February 2011.

Salary:—\$34,815 – \$43,365 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Permanent full-time.

Location:—Hobart.

Duties:—Undertake processing of transactions and reconciliations in accordance with service level definitions, established policies and procedures and State and Commonwealth Government Legislation.

Desirable Requirements:—Prior experience in the operation of transaction processing systems would be an advantage.

Enquiries to Mark Haley, Senior Finance Officer, phone (03) 62339520, email mark.haley@development.tas.gov.au.

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

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

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

CULTURE, RECREATION AND SPORT

Arts Tasmania

Project Co-ordinator, Amplified (706108).

Applications Close:—Friday, 18 February 2011.

Salary:—\$57,038 – \$65,968 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term part-time (0.5FTE) to 9 September 2011.

Location:—Hobart.

Duties:—To co-ordinate Arts Tasmania's contemporary music industry development program, Amplified.

The program focus is on exploring skills, market and export development opportunities for the Tasmanian contemporary music sector.

Desirable Requirements:—Current driver's licence.

Enquiries to Ashlee Irwin for a copy of the Statement of Duties on (03) 6237 6315 or email ashlee.irwin@artsatwork.com.au. For further information regarding the vacancy please contact Fiona Barbar, Manager arts@work, Department

of Economic Development, Tourism and the Arts, phone (03) 6233 5939, email fiona.barbar@artsatwork.com.au.

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

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

EDUCATION

POST-YEAR 10

Tasmanian Polytechnic

Regional Director North

TTC and Regional North

**Trade Training Centre Co-ordinator (Re-Advertised)—
2 Vacancies.**

Applications Close:—Friday, 18 February 2011.

Salary:—\$68,385 – \$71,516 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Vacancy No. 002337.

Fixed-term full-time as soon as possible until 24 December 2011.

Location:—George Town.

Vacancy No. 002338.

Fixed-term full-time as soon as possible until 24 December 2011.

Location:—Scottsdale.

Originally advertised 2 February 2011, please note amended statement of duties and closing date.

Duties:—Co-ordinate the overall operations of the Trade Training Centre, including being the first point of contact for enquiries. Develop and promote links between the Trade Training Centre, the Tasmanian Polytechnic, schools, industry and the broader community. Effectively work as a member of the regional team.

The Head of Agency 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:—A current driver's licence.

Enquiries to Michael Higgins, Regional Sector Leader, Tasmanian Polytechnic, Department of Education, phone (03) 6336 2737, mobile 0407 863 303, email michael.higgins@polytechnic.tas.edu.au.

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

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

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

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

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

EDUCATION

STRATEGIC POLICY AND PERFORMANCE

Liaison and Children's Projects

Children and Family Centres Project

Social Inclusion Community Liaison Officer, George Town (964168).

Applications Close:—Friday, 18 February 2011.

Salary:—\$57,038 – \$65,968 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time from as soon as possible until 30 June 2011.

Location:—George Town.

Description of Role:—Work with other project members to ensure networks and relationships in communities are established to increase social inclusion for excluded groups and individuals in designated areas by identifying the barriers to participation through community engagement. Assist with the establishment of Tasmanian Government social infrastructure including, in particular the Child and Family Centres (CFCs).

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:—An appropriate qualification, such as a qualification in Child Care, Early Childhood Education, Health Care and/or Community Development, or a related discipline.

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 Viv Burgess, phone (03) 6233 4079, email viv.burgess@dhhs.tas.gov.au.

Enquiries to Beverley Funnell, Department of Education, phone (03) 6233 4058, email beverley.funnell@dhhs.tas.gov.au.

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

HEALTH AND HUMAN SERVICES

AMBULANCE TASMANIA

Student Emergency Medical Call Taker— 2 Vacancies (520070).

Applications Close:—Friday, 18 February 2011.

Salary:—\$43,430 p.a.

Tasmanian Ambulance Service Award, Comms Officer Student.

Permanent full-time shift work (fully rotational).

Location:—Hobart.

Duties:—Utilising specific operational procedures and protocols answer calls, determine the priority of the patient's treatment based on the severity of their condition and refer calls to appropriate services. Provide pre arrival advice in accordance with pre determined algorithms.

Essential Requirements:—Psychological characteristics appropriate to the duties of Communications Officers.

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 Monica Baker, Department of Health and Human Services, phone (03) 62117238, email monica.baker@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

BUSINESS SERVICES NETWORK

*Finance and Business Performance****Manager Budget and Reporting (512704).***

Applications Close:—Friday, 18 February 2011.

Salary:—\$96,181 – \$103,579 p.a.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—As a member of the Business Unit's senior management team, the Manager, Budget and Reporting has overall responsibility for Providing high level strategic advice and support in relation to the development, management and reporting of the Agency's budget and overall financial position and developing and implementing Whole of Agency financial policies, procedures and controls designed to improve the overall financial management, budgeting and reporting requirements of the Department.

Desirable Requirements:—Knowledge of Government accounting/budgeting requirements as demonstrated by a degree in Accounting or Commerce or other relevant tertiary qualification with emphasis on financial accounting and management, or training and experience considered equivalent by the selection panel. Membership of or progression towards membership of CPA Australia or Institute of Chartered Accountants is desirable but not essential. Demonstrated high level knowledge, expertise and understanding of the complex environment of health and human services and Government service provision, including the impact of emerging issues in health and human services delivery on the Agency, and contemporary and emerging trends in accounting and reporting in the Public Sector, or the ability to quickly acquire such an understanding. Proven high level strategic, conceptual, analytical and creative skills with the ability to research, investigate and analyse complex financial and budget management issues and make sound judgements and provide strategic recommendations within the environment of health and human service provision.

Enquiries to Eleanor Patterson, Department of Health and Human Services, phone (03) 6236 5893, email eleanor.patterson@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

BUSINESS SERVICES NETWORK

Finance and Business Performance

Senior Business Analyst (500324).

Applications Close:—Friday, 18 February 2011.

Salary:—\$71,624 – \$84,834 p.a.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—The Senior Budget Analyst assists the Principal Finance Officer in co-ordinating and managing the preparation and monitoring of the Department's budget, including appropriate liaison with Business Units. The function of the position includes the review, development and maintenance of the appropriate budget management standards, processes and facilities and the provision of advice to staff on budgetary and financial matters.

Desirable Requirements:—The ability to function in a senior management capacity and to exercise appropriate skill and initiative in the execution of the duties of the position. A detailed knowledge of accounting and budgetary procedures and practices. Experience in planning, development and management of budgetary systems.

Enquiries to Michelle Lawler, Department of Health and Human Services, phone (03) 6236 5810, email michelle.lawler@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Disability, Child, Youth and Family Services

Child Protection Worker (501662).

Applications Close:—Friday, 18 February 2011.

Salary:—\$46,914 – \$75,272 pro rata.

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

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

Location:—DCY and FS, Childrens and Family Services, South West.

Casual Relief positions may also be filled from this process.

Duties:—As a member of Child and Family Services the Child Protection Worker is responsible for the safety and well-being of children and young persons. The Child Protection Worker is responsible for the provision of assessment, advice and referral services, case management services and placements outside the child/young person's home. The role of the Child Protection Worker is to provide professional services in accordance with legislation, practice guidelines, policies and procedures and by applying professional judgment to ensure that services are delivered in the best interest of the child/young person and their family.

Essential Requirements:—A Bachelor of Social Work or a Diploma of Community Welfare Work or other tertiary qualifications at Diploma or above level which include units of study in case management/casework practice and supervised practical work placements in relevant fields.

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 and disciplinary action in previous employment check.

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

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Disability, Child, Youth and Family Services

Disability Consultant (Gateway) (519514).

Applications Close:—Friday, 18 February 2011.

Salary:—\$71,624 – \$84,834 p.a.

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

Permanent full-time day work.

Location:—Disability and Community Services, Launceston.

Duties:—The Disability Consultant will provide high level advice and support to the Area Gateway Service (a community based intake and assessment service) to enable them to provide an effective service to people with a disability and their families and carers. Provide specialist advice and support to the Gateway and Disability and Community Services North in the management of complex system and service responses to people with a disability. The position provides high-level advice to the Disability and Community Services Area Manager on strategic policy, planning and service development issues and initiatives.

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 and disciplinary action in previous employment check.

Enquiries to Fiona Woodfield, Department of Health and Human Services, phone (03) 6336 4179, email fiona.woodfield@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Disability, Child, Youth and Family Services

Executive Assistant (500779).

Applications Close:—Friday, 18 February 2011.

Salary:—\$50,134 – \$54,573 p.a.

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

Fixed-term part-time day work 60 hours per fortnight, commencing as soon as possible to 26 August 2011.

Location:—Disability Child Youth and Family Services, Hobart.

Duties:—Provide high level administrative and executive support to the Manager, TASDAS. Facilitate effective communication processes to and from the Tasmanian Autism Spectrum Diagnostic Assessment Service, including liaising with health professionals and other government and non government organisations. Adhering to government protocols, develop and maintain systems to ensure an efficient diagnostic service to children suspected of being on the Autistic Spectrum and their families.

Desirable Requirements:—Knowledge of, and experience in, day to day office management activities within the human service sector. High-level written, verbal, interpersonal and communication skills, with the proven ability to negotiate and liaise with a wide range of clients in a professional manner and with a high level of discretion. High level keyboard skills (eg. speed and accuracy) and experience in the production of general office correspondence, with a high degree of attention to detail, including accurate spelling and correct use of grammar.

Enquiries to Margaret Nolan, Department of Health and Human Services, phone (03) 6236 5520, email margie.nolan@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Disability, Child, Youth and Family Services

Executive Officer (517355).

Applications Close:—Friday, 18 February 2011.

Salary:—\$67,532 – \$70,611 p.a.

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

Fixed-term full-time day work, commencing as soon as possible to 28 October 2011.

Location:—Disability, Child, Youth and Family Services – South East.

Duties:—As a member of the Area Management team the Executive Officer provides high level administrative advice and support to the Area Manager, Children and Family Services. This will include: Manage and co-ordinate the administrative and business support and reporting activities within the Area Management office to achieve agreed service delivery performance targets. Responsibilities including financial reporting, telecommunications, human resources, facilities management and other business support functions as directed. Support the Area Manager with high level, strategic advice and investigate, report and monitor complex and/or sensitive matters, including co-ordination and preparation of reports, briefings, correspondence and submissions. Oversee the timely and accurate flow of information between the Area and Children and Family Services, Executive and Portfolio Services and the Office of the Deputy Secretary Human Services. As a member of Children and Family Services, this position sits within a framework of human service reform that places priority on ensuring the safety and well being of Tasmanian children.

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:-.

1) Conviction check in the following areas: a) Crimes of violence; b) Sex related offences; c) Serious drug offences; and d) Crimes involving dishonesty.

2) Identification check.

3) Disciplinary action in previous employment check.

Enquiries to Deborah Liesser, Area Director, DCYFS South East, Department of Health and Human Services, phone (03) 6230 7871, email deborah.leisser@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Disability, Child, Youth and Family Services

Professional Officer Senior Social Worker (505691).

Applications Close:—Friday, 18 February 2011.

Salary:—\$72,095 – \$82,694 p.a.

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

Fixed-term part-time day work, 60.8 hours per fortnight, commencing as soon as possible until 8 July 2011.

Location:—Disability Services, Hobart.

Duties:—Provide specialist habilitation services to people with disabilities in a range of settings within a transdisciplinary model. Provide and co-ordinate supportive and specialist educational and consultancy services to carers, service providers and the wider community. Initiate and facilitate the establishment and development of services and resources for consumers. Initiate and develop professional and policy advice on specialist habilitation services and related issues for senior and corporate management.

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

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 Wendy Wolf, Department of Health and Human Services, phone (03) 6230 7600, email co-or dinatorrt@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Housing Tasmania

Tenancy Officer (517099).

Applications Close:—Friday, 18 February 2011.

Salary:—\$50,134 – \$54,573 p.a.

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

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

Location:—Housing Services, North West.

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

Desirable Requirements:—Demonstrated ability to maintain a customer service focus in a service delivery environment subject to ambiguity and change. Demonstrated ability to interpret client circumstances and requirements, including the identification of the need for support services, use initiative and utilise problem solving skills to make well-informed recommendations in relation to tenancy management, within legislation, policy and guidelines. Demonstrated ability, both individually and as a member of a team, to plan, organise, set priorities to complete tasks to meet deadlines and achieve established benchmarks and standards.

Enquiries to Beth Cooper, Department of Health and Human Services, phone (03) 6421 7813, email beth.cooper@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

Safety Risk and Quality Officer (519231).

Applications Close:—Friday, 18 February 2011.

Salary:—\$77,187 – \$82,515 p.a.

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

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

Location:—Quality and Safety Unit.

Manage the Incident Monitoring program including identification and investigation of serious incidents and implementation of ratified recommendations. Facilitate and co-ordinate the introduction, implementation and monitoring of patient safety initiatives across the North West Area Health Service.

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

Enquiries to Anne Cabalzar, Department of Health and Human Services, P.O. Box 258, Burnie, 7320, phone 0364 908968, fax 0364 908990, mobile 0437 265 585, email anne.cabalzar@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

Mersey Community Hospital

Clinical Nurse Re-Advertised (519934).

Applications Close:—Friday, 18 February 2011.

Salary:—\$68,670 – \$71,791 p.a.

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

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

Location:—Mersey Community Hospital, Outpatients/Specialist Clinics.

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. Advanced experience within the Outpatient Clinical setting is essential.

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

Enquiries to Julie Duff, Department of Health and Human Services, phone 6426 5468, mobile 0418 134 624, email julie.duff@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

*Primary Health Services North West***Clinical Nurse (502431).**

Applications Close:—Friday, 18 February 2011.

Salary:—\$68,670 – \$71,791 p.a.

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

Permanent part-time shift work, working 72.2 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful candidate.

Location:—Smithton District Hospital.

Duties:—In accordance with Primary Health Care principles, Agency policies, legal requirements and professional competencies, the Clinical Nurse provides clinical leadership in all aspects of nursing care within the practice setting. The Smithton District Hospital and Health Centre provides a modern work environment and ideally applicants should have some experience with emergency care and be prepared to work as part of a dedicated team of health professionals. A strong focus on training and a range of clinical experiences will result in a challenging but rewarding position for the right person. Applicants are encouraged to contact Sharan McLaren on (03) 6452 4650 to learn more about this exciting opportunity.

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

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

Enquiries to Sharan McLaren, Department of Health and Human Services, 74 Brittons Road, Smithton, Tas, phone 0364 524650, fax 0364 521793, mobile 0427 395 661, email sharan.mclaren@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

*Launceston General Hospital***Food Services Assistant (503420).**

Applications Close:—Friday, 18 February 2011.

Salary:—\$37,535 – \$39,242 pro rata.

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

Fixed-term full-time shift worker not working weekends or public holidays working 76 hours per fortnight. To commence as soon as possible until 30th June 2011.

Location:—Food Services LGH.

Duties:—To provide a high standard of meal service to hospital patients, and patrons of the LGH Cafeteria.

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.

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 1963, Launceston 7250.

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

*Launceston General Hospital***Food Services Assistant (503431).**

Applications Close:—Friday, 18 February 2011.

Salary:—\$37,535 – \$39,242 pro rata.

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

Fixed-term part-time shift worker (fully rotational) working 40 hours per fortnight. To commence as soon as possible until 24th January 2012.

Location:—Food Services LGH.

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

Desireable 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.

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 1963, Launceston 7250.

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

*Launceston General Hospital***Food Services Assistant (503424).**

Applications Close:—Friday, 18 February 2011.

Salary:—\$37,535 – \$39,242 pro rata.

Health and Human Services (Tasmanian State Service)

Award, Health Services Officer Level 2.

Fixed-term full-time shift worker (fully rotational) working 76 hours per fortnight. To commence as soon as possible until 30th June 2011. Notwithstanding hours per fortnight may be negotiated with the successful applicant.

Location:—Food Services LGH.

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.

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 1963, Launceston 7250.

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

Food Services Assistant (Relief) (515599).

Applications Close:—Friday, 18 February 2011.

Salary:—\$37,535 – \$39,242 pro rata.

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

Fixed-term casual shift worker (fully rotational) commencing as soon as possible until 03.02.2012.

Location:—Food Services, Launceston General Hospital.

Duties:—To provide a high standard of meal service to hospital patients, and patrons of the LGH Cafeteria.

Desirable Requirements:—Knowledge of food hygiene practices and their importance in the Food Service industry. An understanding of workplace safety. An understanding and personal cleanliness and hygiene and its importance in the Food Service industry.

Enquiries to Alice Cordwell, Department of Health and Human Services, phone (03) 6348 7530, email alice.cordwell@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 1963, Launceston 7250.

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

Registered Nurse (518677).

Applications Close:—Friday, 18 February 2011.

Salary:—\$50,761 – \$67,111 pro rata.

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

Fixed-term part-time day worker not working weekends but working public holidays working 45 hours per fortnight. Notwithstanding hours per fortnight may be negotiated with the successful applicant.

Location:—North West Renal Unit, Parkside, Burnie.

Duties:—This contact is being offered as a training position within the North West Renal Unit for a period of 6 months.

Responsible to and receives guidance and support from the Manager and other senior experienced Registered Nurses for initiating, implementing and evaluating quality 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 offence, serious drug offences and crimes involving dishonesty. Identification check, and 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.

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 1963, Launceston 7250.

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

Registered Nurse (513763).

Applications Close:—Friday, 18 February 2011.

Salary:—\$50,761 – \$67,111 pro rata.

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

Permanent part-time day worker, not working weekends but working public holidays, working 48 hours per fortnight.

Location:—North West Renal Unit, Parkside, Burnie.

Duties:—Responsible to and receives guidance and support from the Manager and other senior experienced Registered Nurses for initiating, implementing and evaluating quality 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

and 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.

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 1963, Launceston 7250.

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

Registered Nurse (512257a).

Applications Close:—Friday, 18 February 2011.

Salary:—\$50,761 – \$67,111 pro rata.

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

Fixed-term part-time day worker, working 48 hours per fortnight, not working weekends but working public holidays. Notwithstanding hours per fortnight may be negotiated with the successful applicant.

Location:—Parkside.

Duties:—This is a training position for 6 months. Responsible to and receives guidance and support from the Manager and other senior experienced Registered Nurses for initiating, implementing and evaluating quality 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 and 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.

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 1963, Launceston 7250. Better health and quality of life around Tasmania. Visit us at www.dhhs.tas.gov.au.

HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

Revenue Manager (515746).

Applications Close:—Friday, 18 February 2011.

Salary:—\$71,624 – \$84,834 p.a.

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

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

Location:—Finance NAHS, LGH.

Duties:—Responsible for developing policies and strategies

to maximise all forms of revenue, including the design and implementation of associated systems and processes, staffing and resources to ensure that the Launceston General Hospital's goals are achieved.

Provide high level consultative advice in relation to all aspects of Private Patient Plan (PPP) and general revenue to the Senior Accountant and Business Analyst.

Desirable Requirements:—Demonstrated management experience, including the capacity to develop financial strategies, policies and practices consistent with the achievement of designated outcomes.

Demonstrated achievement in implementing innovative and creative business solutions particularly in a health environment, including change management.

Demonstrated high level of effectiveness in the operational management of human and financial resources, using contemporary management practices, including a demonstrated ability to successfully lead work groups through change.

Enquiries to Donna Wilson, Department of Health and Human Services, phone (03) 6348 7881, email donna.wilson@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 1963, Launceston 7250.

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Primary Health Services North

Specialist Rural Social Worker (507514).

Applications Close:—Friday, 18 February 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. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Bolton Street Beaconsfield.

Duties:—To develop, provide and evaluate specialist rural social work services as part of a multi-disciplinary or inter-disciplinary service.

Essential Requirements:—Degree in Social Work giving eligibility for membership in the Australian Association for Social Workers. Current Drivers Licence.

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

Enquiries to Rhonda McCoy, Department of Health and Human Services, phone (03) 6383 6200, email rhonda.mccoy@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

Clinical Nurse (508479).

Applications Close:—Friday, 18 February 2011.

Salary:—\$68,670 – \$71,791 p.a.

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

Permanent full-time shift work (fully rotational).

Location:—Renal Unit, St Johns Park, New Town.

PLEASE NOTE: Registered Nurse Level 2 is equivalent to Registered Nurse Grade 4 post EBA implementation on a wage point to point basis.

Duties:—Function as an advanced clinical practitioner within the Renal Unit and provide management support to the Nurse Unit Manager including participation in staff education and the management of staff performance. Must demonstrate advanced clinical competence in Renal Nursing. Post Graduate qualifications preferred but not essential.

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

Enquiries to Colin Banks, Department of Health and Human Services, phone (03) 6222 5404, email colin.banks@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

Clinical Nurse Consultant, Aged Care (516263).

Applications Close:—Friday, 25 February 2011.

Salary:—\$77,187 – \$82,515 p.a.

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

Permanent full-time day work (part-time hours will also be considered).

Location:—Royal Hobart Hospital.

PLEASE NOTE: Registered Nurse Level 3 is equivalent to Registered Nurse Grade 6 post EBA implementation on a wage point to point basis.

Duties:—Provide clinical leadership to Southern Tasmania Area Health Service, Royal Hobart Hospital wards, off site units and greater community, enabling the delivery of quality patient care to aged care clients referred to the service. Provide effective liaison with all aged, rehabilitation and transition care sites within the Southern Area. In conjunction with the Nurse Unit Manager develop and promote the efficient and effective provision of care based on the best practice clinical and organisational principles. Support and promote an environment that fosters teaching, quality improvement and research activities within the service.

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

Enquiries to Heather Nichols, Department of Health and Human Services, phone (03) 6222 7013, mobile 0457 753 289, email heather.nichols@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

Clinical Nurse Consultant, Organ and Tissue Donation (RE-ADVERTISED) (518730).

Applications Close:—Friday, 25 February 2011.

Salary:—\$77,187 – \$82,515 pro rata.

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

Fixed-term part-time day worker, working 60.8 hours per fortnight (note a request for a job-share arrangement would be considered). Commencing as soon as possible until 3 July 2011 with a possibility of extension to cover leave.

Location:—Please Note This Position Is Located At The North West Regional Hospital Burnie.

Duties:—DonateLife in Tasmania co-ordinates organ and tissue donor activities. The Clinical Nurse Consultant will work with the State Manager and Hospital-based Medical Director in a range of clinical processes, and education and awareness raising activities to optimise organ and tissue donation.

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

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

Enquiries to Bronwen Richards, Department of Health and Human Services, mobile 0458 907 203, email bronwen.richards@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

Director Integrated Care Centre Program (519803).

Applications Close:—Friday, 18 February 2011.

Salary:—\$114,321 – \$131,469 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 9.

Permanent full-time day work.

Location:—Royal Hobart Hospital.

Duties:—The Director will lead and manage the Southern Tasmania Area Health Service Integrated Care Centre Program, working to ensure service linkages are developed across Southern Tasmania to improve access for the population to health services. The Director will be expected to establish and maintain alliances with the Division of General Practice, University of Tasmania, Local Councils and other external stakeholders.

A tertiary qualification or degree in a relevant discipline which may include; Public Health, Business Administration, Health Science or Human Services Field.

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

Enquiries to Lorraine Millar, Department of Health and Human Services, phone (03) 6222 8500, email larraine.millar@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

Director Safety, Quality, Risk and Service Improvement (507804).

Applications Close:—Friday, 18 February 2011.

Salary:—\$96,181 – \$103,579 p.a.

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

Permanent full-time day work.

Location:—Royal Hobart Hospital.

Duties:—The Director is responsible for leadership and management of the Southern Tasmania Area Health Service Safety, Quality, Risk and Service Improvement Program and for providing leadership and direction in the ongoing development and evaluation of quality and patient safety systems and processes within a clinical governance framework. This role exists across clinical and non-clinical areas.

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 and disciplinary action in previous employment check.

Enquiries to Lorraine Millar, Department of Health and Human Services, phone (03) 6222 8500, email larraine.millar@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

Pathology Phlebotomy Technician (519779).

Applications Close:—Friday, 18 February 2011.

Salary:—\$50,134 – \$54,573 p.a.

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

Permanent full-time shift work.

Location:—Royal Hobart Hospital.

Duties:—The Pathology Phlebotomy Technician is required to perform rostered phlebotomy collections particularly as a support function to the Hobart Private Hospital. It is expected that the individual will have a strong empathy for the patients and their clinical condition, and demonstrate sensitivity in dealing with patients and their relatives in a hospital setting. It is expected interpersonal communication skills will be highly

developed in dealing with medical, nursing and laboratory staff as well as patients.

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

An Associate Diploma from a recognised tertiary institution, or an equivalent qualification, appropriate to the nature of the work.

Enquiries to Terri Kidd, Department of Health and Human Services, phone (03) 6222 8776, email terri.kidd@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

Senior Dietitian (508226).

Applications Close:—Friday, 18 February 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 27 April 2011 until 26 October 2012.

Location:—Royal Hobart Hospital.

PLEASE NOTE: This vacancy is to backfill for maternity leave and may commence in a part-time capacity before increasing to full time.

Duties:—Provide clinical dietetic services to allocated areas at specialist and/or senior levels. Advocate for appropriate nutrition for clients and staff of the Department of Health and Human Services. Assist the Manager, Nutrition and Dietetics in performing management and administrative tasks.

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 and disciplinary action in previous employment check.

Enquiries to Jean Symes, Department of Health and Human Services, phone (03) 6222 7204, email jean.symes@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 125, Hobart 7001.

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Senior Phlebotomy Technician (516552).

Applications Close:—Friday, 18 February 2011.

Salary:—\$56,276 – \$65,073 p.a.

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

Permanent full-time shift work.

Location:—Royal Hobart Hospital.

Duties:—Undertake testing for inpatients and outpatients referred to Centrepath for phlebotomy services. Supervise and lead a small team of technical support staff.

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

An Associate Diploma from a recognised tertiary institution, or an equivalent qualification, appropriate to the nature of the work.

Enquiries to Terri Kidd, Department of Health and Human Services, phone (03) 6222 8776, email terri.kidd@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 Nuclear Medicine Technologist (519600).

Applications Close:—Friday, 25 February 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:—Royal Hobart Hospital.

Duties:—Provide an effective and efficient Nuclear Medicine and PET CT imaging service and associated administrative tasks for the inpatients and outpatients of the Medical Imaging Department of The Royal Hobart Hospital.

Assist in providing clinical leadership, professional support and ensuring best practice standards for imaging services provided by the Royal Hobart Hospital, in accordance with organisational policies and the professional code of conduct.

Essential Requirements:—Entitled to be granted registration in Tasmania by the Medical Radiation Science Professionals Board (MRSPB) to practice as a nuclear medicine technologist.

Enquiries to Shane Morgan, Department of Health and Human Services, phone (03) 6222 8363, email shane.morgan@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

Supervisor Specialist Nuclear Medicine Technologist (519601).

Applications Close:—Friday, 25 February 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 (with oncall).

Location:—Royal Hobart Hospital.

Duties:—Be the Supervisor Specialist for Nuclear Medicine PET CT procedures, providing expert advice and fostering the continued development and improvement of the service.

Provide safe and compassionate patient care founded on excellence in practice, teaching and research, respect and inclusive leadership.

Essential Requirements:—Entitled to be granted registration in Tasmania by the Medical Radiation Science Professionals Board (MRSPB) to practice as a nuclear medicine technologist.

Enquiries to Shane Morgan, Department of Health and Human Services, phone (03) 6222 8363, email shane.morgan@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

*Primary Health Services South***Clinical Nurse Educator (Program of Experience in the Palliative Approach) (515539).**

Applications Close:—Friday, 18 February 2011.

Salary:—\$77,187 – \$82,515 p.a.

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

Fixed-term part-time day work, working 48 hours per fortnight commencing as soon as possible until 30 June 2011.

Location:—Repatriation Centre, Hobart.

PLEASE NOTE: Registered Nurse Level 3 is equivalent to Registered Nurse Grade 6 post EBA implementation on a wage point to point basis.

Duties:—As a member of Southern Tasmanian Area Health Service, Continuing Care, Palliative Care, the Clinical Nurse Educator, Program of Experience in the Palliative Approach (PEPA) will provide leadership and direction in managing and co-ordinating the statewide continuation and development of the Tasmanian PEPA program. Ensuring the successful implementation, co-ordination and evaluation of the PEPA program in Tasmania and supporting palliative care clinicians with professional development requirements where relevant. You will be required to work across the Hobart, Launceston and Burnie sites and will be managed by the southern team.

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 and disciplinary action in previous employment check.

Enquiries to Ann Allanby, Department of Health and Human Services, phone (03) 6220 2431, email ann.allanby@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Stafflink Recruitment Services, Department of Health and Human Services, G.P.O. Box 1061, Hobart, Tasmania 7001. Please do not send hard copy applications to the contact person.

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Primary Health Services South

Creative Arts Worker (520004).

Applications Close:—Friday, 18 February 2011.

Salary:—\$67,532 – \$70,611 p.a.

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

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

Location:—Glenorchy Community Health Centre.

Duties:—The Youth Health Service South is seeking to fill its casual position to provide relief to the Creative Arts Worker, based at Pulse Youth Health Centre. You will work as part of a highly skilled multi-disciplinary team to provide creative arts, health and wellbeing programs for young people aged 12 - 24 years in Southern 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 check in the following areas, crimes of violence, sex related offences, serious drug offences; and d) Crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Simone Zell, Department of Health and Human Services, phone (03) 6233 8901, email simone.zell@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, Tasmania 7001. Please do not send hard copy applications to the contact person.

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Primary Health Services South

Home Help— 3 Vacancies.

Applications Close:—Friday, 18 February 2011.

Salary:—\$39,132 – \$40,785 p.a.

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

Vacancy No. 505912.

Permanent part-time day work, working 20 hours per fortnight.

Location:—Geilston Bay and Risdon Vale Areas.

Vacancy No. 505912.

Permanent part-time day work, working 20 hours per fortnight.

Location:—Lindisfarne and Rosny Areas.

Vacancy No. 505912.

Permanent part-time day work, working 20 hours per fortnight.

Location:—Bellerive and Howrah Areas.

Duties:—Within a Primary Health Care framework Home Help staff will function effectively as a member of a health care team concerned with the care of the individual and family unit within the community. Provide essential household duties as assessed by the nominated assessor and approved by the relevant supervisor.

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 and disciplinary action in previous employment check.

Enquiries to Robyn Rylands, Department of Health and Human Services, phone (03) 6222 7618, email homecaresouth@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Primary Health Services South

Youth Health Worker (Relief) (520005).

Applications Close:—Friday, 18 February 2011.

Salary:—\$46,914 – \$75,272 p.a.

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

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

Location:—Glenorchy Community Health Centre.

Duties:—This relief position will cover leave in the Youth Health Service South on an as and when required basis. You will work as part of a highly skilled multi-disciplinary team, providing high quality health services to young people including health and well being promotion and preventative programs for young people in groups and individually and supporting the day to day services of the Pulse Youth Health Service.

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

A 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 and disciplinary action in previous employment check.

Enquiries to Simone Zell, Department of Health and Human Services, phone (03) 6233 8901, email simone.zell@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, Tasmania 7001. Please do not send hard copy applications to the contact person.

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Royal Hobart Hospital

Casual Pool Hospital Aide (509344).

Applications Close:—Friday, 18 February 2011.

Salary:—\$39,132 – \$40,785 pro rata.

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

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

Location:—Royal Hobart Hospital.

Duties:—The role of the Hospital Aide is to maintain clean hygienic surroundings to facilitate the control of infection. Maintenance of basic ward equipment, clean, maintain and sterilise work areas and ward equipment within infection control guidelines. Provide a communication network between departments including delivery and collection service as required. Ensure patient confidentiality.

Desirable Requirements:—Demonstrated knowledge of the standards required to prevent infection. Demonstrated ability to communicate effectively with hospital staff and public. Ability and willingness to work as part of a team in promoting a harmonious work environment. Ability to monitor ward/unit stock and stores, ordering when appropriate.

Enquiries to Dellece Munro, Department of Health and Human Services, phone (03) 6222 8260, email dellece.munro@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, Tasmania 7001. Please do not send hard copy applications to the contact person.

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Royal Hobart Hospital

Customer Service Officer (508190).

Applications Close:—Friday, 18 February 2011.

Salary:—\$44,378 – \$48,358 pro rata.

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

Fixed-term part-time shift worker, working between 32 and 40 hours per fortnight (on a rotational roster), commencing as soon as possible for a period of 12 months.

Location:—Royal Hobart Hospital.

Duties:—Provide administration services in all facets of health information. Principally day to day entry into the Digital Medical Record (DMR) ensuring medical information is scanned accurately and in a timely manner in accordance with Patient Management Services policies and procedures to ensure the continuation of client/patient care.

Desirable Requirements:—Demonstrated clerical experience with the ability to work within set Departmental policies and procedures. Demonstrated ability to enter data accurately and rapidly onto a computerised system with knowledge of health information systems an advantage. Demonstrated ability to set priorities and work with flexibility, speed and accuracy in a public environment with a demanding schedule.

Enquiries to Rhonda Boulter, Department of Health and Human Services, Royal Hobart Hospital, phone (03) 6222 7833, email rhonda.boulter@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

Royal Hobart Hospital

Customer Service Officer (508188).

Applications Close:—Friday, 18 February 2011.

Salary:—\$44,378 – \$48,358 pro rata.

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

Fixed-term part-time day worker, working 30.4 hours per fortnight (each Monday and Thursday) commencing as soon as possible until 1 July 2011.

Location:—Royal Hobart Hospital.

Provide administration services in all facets of health information. Principally day to day entry into the Digital Medical Record (DMR) ensuring medical information is scanned accurately and in a timely manner in accordance with Patient Management Services policies and procedures to ensure the continuation of client/patient care.

Desirable Requirements:—Demonstrated clerical experience with the ability to work within set Departmental policies and procedures. Demonstrated ability to enter data accurately and rapidly onto a computerised system with knowledge of health information systems an advantage. Demonstrated ability to set priorities and work with flexibility, speed and accuracy in a public environment with a demanding schedule.

Enquiries to Rhonda Boulter, Department of Health and Human Services, Royal Hobart Hospital, phone (03) 6222 7833, email rhonda.boulter@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
Royal Hobart Hospital

Finance Services Officer (520006).

Applications Close:—Friday, 18 February 2011.

Salary:—\$50,134 – \$54,573 p.a.

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

Fixed-termfull-time day work, working 76 hours per fortnight commencing as soon as possible for a period of 12 months.

Location:—Patient Accounts, Royal Hobart Hospital.

Duties:—The Finance Services Officer takes action to raise and receipt accounts receivable for the Department, in accordance with relevant service standards, legislation and Departmental policies and procedures.

Desirable Requirements:—An operational knowledge or ability to acquire that knowledge, of financial instructions, legislation and accounting procedures and policies for accounts receivable processing. Demonstrated ability to complete assigned tasks with a high degree of efficiency, accuracy and within set deadlines, and to deliver with a stakeholder focus. An understanding of continuous quality improvement and its practical application in the work environment. Well developed interpersonal and communication skills including the ability.

Enquiries to Darren Giffard, Department of Health and Human Services, Royal Hobart Hospital, phone (03) 6222 8177, email darren.giffard@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
Royal Hobart Hospital

Food Service Officer (Relief Pool) (507950).

Applications Close:—Friday, 18 February 2011.

Salary:—\$37,535 – \$39,242 pro rata.

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

Fixed-termcasual working as and when required, commencing as soon as possible until 01 December 2011.

Location:—Staff Cafeteria and Food Service Unit, Royal Hobart Hospital.

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

Desirable Requirements:—Knowledge and experience and/or relevant TAFE qualifications in food preparation and production including knowledge of cook-chill procedures. Understanding and experience of working in a large organisation. A knowledge and understanding of general food handling and food hygiene regulations. Proven ability to maintain all work areas and equipment in a hygienic state. Ability to maintain a high standard of personal cleanliness and hygiene.

Enquiries to Malcolm Sutcliffe, Department of Health and Human Services, phone (03) 62 228 696, email malcolm.sutcliffe@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
Royal Hobart Hospital

Food Services Officer (508041).

Applications Close:—Friday, 18 February 2011.

Salary:—\$37,535 – \$39,242 p.a.

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

Fixed-termfull-time day worker (not working weekends but working public holidays) commencing as soon as possible for a period of 12 months.

Location:—Royal Hobart Hospital.

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

Desirable Requirements:—Knowledge and experience and/or relevant TAFE qualifications in food preparation and production including knowledge of cook-chill procedures. Understanding and experience of working in a large organisation. A knowledge and understanding of general food handling and food hygiene regulations. Proven ability to maintain all work areas and equipment in a hygienic state. Ability to maintain a high standard of personal cleanliness and hygiene.

Enquiries to Ange Young, Department of Health and Human Services, phone (03) 62 227 192, email ange.young@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
Royal Hobart Hospital

Food Services Officer (508026).

Applications Close:—Friday, 18 February 2011.

Salary:—\$37,535 – \$39,242 pro rata.

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

Fixed-term part-time shift worker working 36 hours per fortnight (not working weekends or public holidays), commencing as soon as possible until 26 February 2012.

Location:—Staff Cafeteria, Royal Hobart Hospital.

Duties:—Assist with the food preparation, production, plating service, warewashing, and cleaning duties in the

provision of catering services to patients, visitors and staff of the hospital.

Desirable Requirements:—Knowledge and experience and/or relevant TAFE qualifications in food preparation and production including knowledge of cook-chill procedures. Understanding and experience of working in a large organisation. A knowledge and understanding of general food handling and food hygiene regulations. Proven ability to maintain all work areas and equipment in a hygienic state. Ability to maintain a high standard of personal cleanliness and hygiene.

Enquiries to Malcolm Sutcliffe, Department of Health and Human Services, phone (03) 62 228 696, email malcolm.sutcliffe@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Royal Hobart Hospital

Medical Transcriptionist (508154).

Applications Close:—Friday, 18 February 2011.

Salary:—\$44,378 – \$48,358 p.a.

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

Fixed-term full-time day work, working 76 hours per fortnight commencing 14 March 2011 until 28 October 2011.

Location:—Royal Hobart Hospital.

Duties:—The Medical Transcriptionist is directly responsible for the prompt and accurate preparation and transcription of medical correspondence and other related documents, with specific attention to detail, in accordance with Hospital Policies and Procedures to provide an effective and efficient medical transcription service to the Royal Hobart Hospital.

Desirable Requirements:—A high standard and knowledge of medical and pharmaceutical terminology relating to anaesthetics, surgical, medical, women's and children's health, pathology and radiology techniques through extensive experience in a health care setting or completion of a recognised certificate in medical terminology. Demonstrated high level written and verbal communication skills and knowledge of patient information standards including the ability to negotiate and liaise with a wide range of patients and senior medical staff in a sensitive and confidential manner. The ability to accurately type at a minimum speed of 60 wpm and a demonstrated knowledge and application of (spelling, punctuation and grammar) English comprehension and syntax.

Enquiries to Rhonda Boulter, Department of Health and Human Services, Royal Hobart Hospital, phone (03) 6222 7833, email rhonda.boulter@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

Royal Hobart Hospital

Staff Specialist, Ophthalmology (520077).

Applications Close:—Friday, 18 February 2011.

Salary:—To be negotiated.

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

Permanent part-time day work (with oncall) working 38 hours per fortnight.

Location:—Royal Hobart Hospital.

Duties:—The role of the Staff Specialist Ophthalmology is to provide clinical services of the highest possible standard to Ophthalmology patients and to actively pursue improved outcomes for Ophthalmology patients. To provide services in Ophthalmology including diagnosis, treatment and care for patients, both inpatient and outpatient at the Royal Hobart Hospital and where appropriate, other hospitals in Tasmania.

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

Enquiries to David Bromfield, Department of Health and Human Services, phone (03) 6222 7839, email david.bromfield@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Royal Hobart Hospital

State Manager, Organ and Tissue Donation Agency (RE-ADVERTISED) (519079).

Applications Close:—Friday, 25 February 2011.

Salary:—\$89,340 p.a.

Nurses (TPS) Award, Registered Nurse, Level 4, Grade 1.

Fixed-term full-time commencing as soon as possible until 30 June 2013.

Location:—Royal Hobart Hospital.

Please Note:—Registered Nurse Level 4 is equivalent to Registered Nurse Grade 7b post EBA implementation on a wage point to point basis. Payment of Relocation Expenses will be considered. A government car will be available to the Manager for official duties.

Duties:—The Manager is responsible for overseeing the operations of the Organ and Tissue Donation Agency TAS (OTDA-TAS) to ensure delivery of an integrated clinical and cost effective service, consistent with the guidelines of the Australian Organ and Tissue Donation and Transplantation Authority. The role provides key support to the State Medical Director OTDA-TAS in providing leadership, strategic and operational management of the Service.

Desirable Requirements:—A strong interest in and demonstrated understanding of the clinical, legal and ethical processes associated with organ and tissue donation at end of life or transplantation and the ability to apply these to practice. Demonstrated leadership skills and the ability to motivate, inspire and organise staff to achieve organisational, program and professional outcomes. Broad operational management experience at a senior level within a complex environment,

including responsibility for development and implementation of strategic and operational plans; and management of human and financial resources within relevant legislation.

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

Enquiries to Dr Andrew Turner, Department of Health and Human Services, phone (03) 6222 8857, mobile 0418 322 459, email andrew.turner@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: 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

Royal Hobart Hospital

Team Leader Communications (519312).

Applications Close:—Friday, 18 February 2011.

Salary:—\$56,276 – \$65,073 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:—Provide support to the Director Community Relations by co-ordinating the day to day delivery of information services for the Royal Hobart Hospital, including switchboard, online directory and reception services.

Desirable Requirements:—Extensive knowledge and significant experience with telephone networks, the development of online directories, and associated information services. Demonstrated ability to provide leadership to staff, with experience in the co-ordination of a large team of support staff. An understanding of contemporary supervisory practices, especially change management and best practice considered highly desirable. Well developed interpersonal and communication, negotiation and conflict resolution skills and the judgement and assertiveness necessary for the appropriate use of consultation and authority in liaison with clinical and non clinical staff.

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

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: 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

Royal Hobart Hospital

Ward Clerk (509764).

Applications Close:—Friday, 4 March 2011.

Salary:—\$44,378 – \$48,358 pro rata.

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

Permanent part-time shift worker, working 28 hours per fortnight (evenings 4-8 pm 7 days on then 7 days off).

Location:—Royal Hobart Hospital.

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

Desirable Requirements:—Demonstrate highly developed written and oral communication skills with the ability to interact with the public and all disciplines of professional staff. Able to work autonomously with well developed time management skills, with the capacity to prioritise work load with flexibility, speed and accuracy in a busy and demanding public environment with an exacting schedule. Demonstrated ability to undertake clerical and administrative duties efficiently and effectively within set department polices 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, phone (03) 6222 8448, email jenny.burgess@dhhs.tas.gov.au.

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

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INTEGRITY COMMISSION

Executive Assistant (356251).

Applications Close:—Friday, 18 February 2011.

Salary:—\$57,038 – \$65,968 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time 73.5 hours per fortnight (part-time hours considered).

Location:—Hobart.

Duties:—Manage the offices of the CEO and Chief Commissioner including the co-ordination of all incoming correspondence and the management of correspondence referred to other areas for a response. Provide high level executive support to the CEO and Chief Commissioner including the provision of basic research support, production of quality documents, management of diaries, visitor reception, telephone screening and travel and meeting co-ordination.

Desirable Requirements:—Previous experience working in a sensitive or highly confidential environment.

The appointee must satisfy a pre-employment check in the following areas: 1) Criminal Activity: Arson and fire setting, violent crimes and crimes against the person, sex related offences, drug and alcohol related offences, crimes involving dishonesty, crimes involving deception, making false declarations, malicious damage and destruction to property, serious traffic offences, crimes against public order or relating to the Administration of Law and Justice, crimes against Executive or the Legislative Power and crimes involving conspiracy. 2) Disciplinary/managerial action in previous employment. 3) Identification check. 4) Satisfy a stringent security vetting process in accordance with national standards.

Enquiries to Katrina Aird, Business Services Co-ordinator, Integrity Commission, phone (03) 6216 4409, email katrina.aird@integrity.gov.au.

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

For further information, please download a copy of the

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

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

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

JUSTICE

COMMUNITY CORRECTIONS

Directorate

Executive Officer (356061).

Applications Close:—Friday, 18 February 2011.

Salary:—\$57,038 – \$65,968 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time 73.50 hours per fortnight.

Location:—Hobart.

Duties:—Under the direction of the Director, contribute to the research, preparation, implementation and review of Community Corrections policies and procedures. Prepare accurate and concise documents, including briefings, issues papers and correspondence.

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:

1) 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.

Desirable Requirements:—Relevant tertiary or industry qualifications.

Enquiries to Ginna Webster, Director, Community Corrections, Department of Justice, phone (03) 6233 4753, email ginna.webster@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 Ginna Webster on (03) 6233 4753.

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

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

JUSTICE

GUARDIANSHIP AND ADMINISTRATION BOARD

Investigator (355880)

Applications Close:—Friday, 18 February 2011.

Salary:—\$57,038 – \$65,968 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time 73.50 hours per fortnight until 22 June 2011.

Location:—Hobart.

Duties:—To investigate and prepare reports in matters relating to applications made to the Guardianship and Administration Board (the Board) including emergency applications. Appear before the Board at hearings and follow up matters arising out of hearings as directed by the Board. Provide information and advice, including telephone advice, on matters that fall within the jurisdiction of the Board.

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 Jane Bliss, Acting Registrar, Guardianship and Administration Board, Department of Justice, phone (03) 6233 3078, email jane.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 Jane Bliss on (03) 6233 3078.

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

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

JUSTICE

OFFICE OF THE OMBUDSMAN AND HEALTH COMPLAINTS
COMMISSIONER

Director, Office of the Ombudsman (356325).

Applications Close:—Friday, 18 February 2011.

Salary:—\$114,321 – \$131,469 p.a.

Tasmanian State Service Award, General Stream, Band 9.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:—Assist the Ombudsman in providing leadership and guidance to the staff of the Office in the conduct of the complaint resolution, investigation, review, inspectorial,

educational and other functions of the Ombudsman. The officer will also have particular responsibility for managing the major investigation work of the Ombudsman, with a view to the timely production of high quality reports, which aid in maintaining and improving the quality of public administration in Tasmania.

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

Enquiries to Simon Allston, Ombudsman and Health Complaints Commissioner, Department of Justice, phone (03) 6233 6217, email simon.allston@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.

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

SUPREME COURT

Transcription Typist (350110, 350110)— 2 Vacancies

Applications Close:—Friday, 18 February 2011.

Salary:—\$44,925 – \$48,998 pro rata.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term casual until 23 December 2011 and Fixed-term casual until 23 December 2011.

Location:—Hobart.

Duties:—Provide accurate and timely transcription services including transcribing records of criminal and civil court proceedings. Maintain accurate records in relation to transcript production and time allocation.

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:—Typing speed of 80 words per minute and experience in the use of court recording systems.

Enquiries to Kath Kinsella, Co-ordinator Transcribing Services, Department of Justice, phone (03) 6233 6048, email kath.kinsella@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 Kath Kinsella on (03) 6233 6048.

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

SUPREME COURT

Transcription Typist— 3 Vacancies.

Applications Close:—Friday, 18 February 2011.

Salary:—\$44,925 – \$48,998 pro rata.

Tasmanian State Service Award, General Stream, Band 2.

Vacancy No. 350139.

Fixed-term casual until 23 December 2011.

Location:—Launceston.

Vacancy No. 350142.

Fixed-term casual until 23 December 2011.

Location:—Burnie.

Vacancy No. 350142.

Fixed-term casual until 23 December 2011.

Location:—Burnie.

Duties:—Provide accurate and timely transcription services including transcribing records of criminal and civil court proceedings. Maintain accurate records in relation to transcript production and time allocation.

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:—Typing speed of 80 words per minute and experience in the use of court recording systems.

Enquiries to Kath Kinsella, Co-ordinator Transcribing Services, Department of Justice, phone (03) 6233 6048, email kath.kinsella@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 Kath Kinsella on (03) 6233 6048.

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

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

JUSTICE

WORKPLACE STANDARDS TASMANIA

*Inspectorate***Administrative Support Officer (355709).**

Applications Close:—Friday, 18 February 2011.

Salary:—\$44,925 – \$48,998 pro rata.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term part-time 44.10 hours per fortnight, working 3 days a week every Monday, Thursday and Friday.

Location:—Burnie.

Duties:—Provide administrative support, including organising appointments and travel arrangements, managing records, filing systems and mail and assisting in the preparation of documentation including draft minutes, briefings, ministerial and other correspondence. Act as first point of contact for both personal and telephone enquiries including dealing with sensitive issues and problem clients.

Enquiries to Rebecca Smith, Administration Officer, Workplace Standards Tasmania, Department of Justice, phone (03) 6434 6320, email rebecca.smith@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 Rebecca Smith on (03) 6434 6320.

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

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

JUSTICE

WORKPLACE STANDARDS TASMANIA

*Major Infrastructure Branch***Safety Analyst, Major Hazard Facilities (356326).**

Applications Close:—Friday, 18 February 2011.

Salary:—\$50,815 – \$82,709 p.a.

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

Permanent full-time 73.5 hours per fortnight.

Location:—Burnie.

Duties:—Provide high level professional and specialist advice to major hazard facilities in scientific and engineering matters relating to occupational health and safety, dangerous substances, building, electrical and gas safety. Assist major hazard facilities to improve safety performance through the implementation of the Safety Report regime legislated for by the Dangerous Substances (Safe Handling) Act 2005 and its subordinate regulations.

Desirable Requirements:—Eligible to become a member of the Institute of Engineers Australia. Five years post graduate experience in heavy industry.

Essential Requirements:—A degree of at least 3 years duration in Chemical Engineering or equivalent from a recognised University.

Current drivers licence.

Enquiries to Danny Dougherty, Compliance Manager, Workplace Standards Tasmania, Department of Justice, phone (03) 6336 2516, email danny.dougherty@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 Danny Dougherty on (03) 6336 2516.

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

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

POLICE AND EMERGENCY MANAGEMENT

Fixed-term Employment Registers (DPEM).

Applications Close:—Friday, 18 February 2011.

Salary:—See Below.

Register.

Location:—Statewide.

Searson Buck Pty Ltd and Adecco Australia Pty Ltd are currently contracted to manage Statewide fixed term employment registers for positions arising in the Department of Police and Emergency Management. Applications are invited from persons interested in being considered for full-time, part-time or casual employment in Fixed-term positions for periods of up to 12 months. Vacancies arise from time to time in a variety of locations throughout Tasmania in the categories of employment listed below. These are not actual vacancies, but a guide to positions that may potentially become available.

Categories of Employment.**Administrative Assistant.**

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

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

Clerical Support Officer.

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

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

Clerical Support Officer.

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

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

Telephonist.

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

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

Utility Officer.

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

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

Call Centre Operator.

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

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

Public Enquiries Officer.

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

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

Information Communication Technology Officer (ICT1).

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

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

Mechanic.

Duties include undertaking an efficient and effective repair and maintenance service for a wide range of police vehicles, including motor cycles, trailers and ancillary equipment.

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

Communications Technical Officer.

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

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

Laboratory Technical Officer.

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

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

Clerk (Tasmania Fire Service).

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

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

Clerk, Finance (Tasmania Fire Service).

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

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

Clerical Support Officer (Tasmania Fire Service).

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

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

Stores Clerk (Tasmania Fire Service).

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

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

Maintenance Officer (Tasmania Fire Service).

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

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

Support Officer, Communications Services (Tasmania Fire Service).

Duties include the provision of clerical support to Communications Services through the preparation and processing of job sheets, financial transactions and equipment requests whilst maintaining the communications store.

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

Communication Technician C (Tasmania Fire Service).

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

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

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

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

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

Appliance Fabrication/Maintenance Technician (Tasmania Fire Service).

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

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

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

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

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

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

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

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

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

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

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

Searson Buck, 1st floor Bass House, 21 Best Street, Devonport, TAS 7310. To apply online go to www.searsonbuck.com.au (and register under the candidates tab). Alternatively, for enquiries, please phone (03) 6423 1311, or fax (03) 6423 1844.

Adecco Australia Pty Ltd, Suite 3, 1/31 Davey Street, Hobart, TAS 7000. Enquiries, please phone (03) 6244 9100, or fax (03) 6244 9199.

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

POLICE AND EMERGENCY MANAGEMENT

CORPORATE SERVICES

Communication Services

Communications/Electronics Technical Officer (Re-Advertised) (001031).

Applications Close:—Friday, 18 February 2011.

Salary:—\$57,038 – \$65,968 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Hobart.

Duties:—Installation, testing and maintenance of the police radio and telecommunications systems together with other specialist electronic/electrical equipment as well as associated administrative and project management functions.

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

Qualifications and Experience:—Advanced Diploma in Electronic/Communication Engineering or other qualification together with suitable work experience. Extensive experience in the installation, testing and maintenance of electronic systems. Holder of a current driver's licence.

Enquiries to Mr Lawrence Fletcher, Technical Support Manager, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, TAS, 7001, phone (03) 6230 2362, email Lawrence.Fletcher@police.tas.gov.au.

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

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

PORT ARTHUR HISTORIC SITE MANAGEMENT AUTHORITY

CONSERVATION AND INFRASTRUCTURE

Cleaner (CL02-11).

Applications Close:—Friday, 18 February 2011.

Salary:—\$44,925 – \$48,998 pro rata.

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

Permanent part-time.

Location:—Port Arthur.

Duties:—To provide cleaning and servicing of public and staff areas at the Port Arthur Historic Sites ensuring areas are maintained in a clean and tidy manner meeting the Port Arthur Historic Site Management Authority's (PAHSMA) high standard of presentation requirements.

Essential Requirements:—Current Driver's Licence.

Desirable Requirements:—Certificate III in Asset Maintenance (Cleaning Operations).

Enquiries to Naomi Jeffs, Grounds and Gardens Supervisor, Port Arthur Historic Site Management Authority, Port Arthur Tas 7182, phone (03) 6251 2335, fax (03) 6251 2322, mobile 0417 325 345, email naomi.jeffs@portarthur.org.au.

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

Permanent part-time over a 7 day per week roster. This role is required to work 2 X 3 hour shifts per week and provide relief when other team members are on leave. Early morning starts are essential. Weekend penalty rates apply.

PREMIER AND CABINET
CORPORATE SERVICES DIVISION

Human Resources Management Branch

HR Payroll Co-ordinator (001514).

Applications Close:—Friday, 18 February 2011.

Salary:—\$57,038 – \$65,968 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Hobart.

Duties:—Co-ordinate the activities of the HR payroll team in the efficient delivery of payroll services for the Department and client organisations. Provide interpretative advice and detailed information to managers and employees in relation to complex operational procedures and provide assistance in the provision of systems administration and reporting.

Enquiries to Carly Robson, Department of Premier and Cabinet, phone (03) 6270 5589, email Carly.Robson@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.

PREMIER AND CABINET
CORPORATE SERVICES DIVISION

Human Resources Management Branch

Human Resources Consultant (000046).

Applications Close:—Friday, 18 February 2011.

Salary:—\$57,038 – \$65,968 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Hobart.

Duties:—As a member of a team undertake a diverse range of tasks associated with the efficient delivery of human resource services with a particular focus on recruitment and employment practices, induction, probation, health and well-being, workers compensation and injury management. Provide interpretative advice and detailed information to managers and employees in relation to complex operational procedures.

Enquiries to Mark Cook, Senior HR Consultant, Department of Premier and Cabinet, phone (03) 6270 5452, email Mark.Cook@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.

PREMIER AND CABINET
CORPORATE SERVICES DIVISION

Human Resources Management Branch

Human Resources Manager (001434).

Applications Close:—Friday, 18 February 2011.

Salary:—\$97,036 – \$104,522 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time.

Location:—Hobart.

Duties:—Provide strategic leadership and high level advice across a diverse range of contemporary human resource management services for the Department and Ministerial and Parliamentary Support.

Desirable Requirements:—Appropriate tertiary qualifications are desirable.

Enquiries to Jeff Reeve, Director, Corporate Services, Department of Premier and Cabinet, phone (03) 6270 5481, email Jeff.Reeve@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.

PREMIER AND CABINET

CORPORATE SERVICES DIVISION

Human Resources Management Branch

Human Resources Officer (001006).

Applications Close:—Friday, 18 February 2011.

Salary:—\$50,815 – \$55,312 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—Hobart.

Duties:—As a member of a team, undertake a diverse range of tasks associated with the efficient delivery of human resource services with a particular focus on the provision of payroll related activities for the Department and client organisations.

Enquiries to Sarah Warner, Department of Premier and Cabinet, phone (03) 6270 5599, email Sarah.Warner@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.

PREMIER AND CABINET

CORPORATE SERVICES DIVISION

Human Resources Management Branch

Senior Human Resources Consultant (Systems) (001004).

Applications Close:—Friday, 18 February 2011.

Salary:—\$72,479 – \$85,612 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

Duties:—Co-ordinate the development, implementation and ongoing management of the Department's human resource management information and reporting systems to facilitate data management, integrated reporting, user accessibility, workflow practices and client service. Manage and lead the activities of the payroll team and provide specialist advice to management and employees.

Enquiries to Katrina Sage, Department of Premier and Cabinet, phone (03) 6232 7842, email Katrina.Sage@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.

PREMIER AND CABINET
CORPORATE SERVICES DIVISION
Information Systems Branch

Manager (001008).

Applications Close:—Friday, 18 February 2011.

Salary:—\$97,036 – \$104,522 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time.

Location:—Hobart.

Duties:—Provide strategic direction and high level advice in the management and control of the information technology, infrastructure and support services of the Department and of Ministerial and Parliamentary Support (Mand PS). Design, plan, develop and implement a strategic and innovative approach to the development and support of information technologies (IT). As a member of the Corporate Management Group, contribute to the development of strategic directions for the Department.

Desirable Requirements:—Appropriate tertiary qualifications are desirable.

Enquiries to Jeff Reeve, Director, Corporate Services, Department of Premier and Cabinet, phone (03) 6270 5481, email Jeff.Reeve@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.

PREMIER AND CABINET

TASMANIAN CLIMATE CHANGE OFFICE

Manager Adaptation Unit (001739).

Applications Close:—Friday, 18 February 2011.

Salary:—\$97,036 – \$104,522 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time.

Location:—Hobart.

Duties:—Within a broad strategic framework, lead the development of the Government's strategy to help Tasmania adapt to climate change. Provide informed authoritative advice to the Director, Minister, Premier and the Government on the development and implementation of whole-of-government policy on climate change adaptation. Work with other agencies, local government, business, industry sectors and the community to develop vulnerability assessments and action plans. Build capacity across Government to recognise and respond to the policy and planning challenges of climate change adaptation.

Desirable Requirements:—Tertiary qualifications.

Enquiries to Wendy Spencer, Director, Tasmanian Climate Change Office, Department of Premier and Cabinet, phone (03) 6270 5505, email Wendy.Spencer@dpac.tas.gov.au.

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

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

BIOSECURITY AND PRODUCT INTEGRITY

General Manager, Biosecurity and Product Integrity (701877).

Applications Close:—Friday, 25 February 2011.

Salary:—\$130,275 – \$143,303 p.a.

Senior Executive, Level 2.

Fixed-term full-time office for 5 years.

Location:—Hobart.

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.

Under Tasmania's emergency management arrangements DPIPWE is the management authority (lead agency) for various aspects of the management of biosecurity emergencies (includes exotic animal, plant and marine disease and pest emergencies), environmental emergencies (includes marine pollution spills), fire in national parks and other reserves, floods from dam failure and sea inundation from storm surge. In regard to those types of emergency prevention, preparedness and response activities are core business of this agency and potentially may involve all staff in some way.

The Department's website at www.dpipwe.tas.gov.au provides more information.

Duties:—Lead the identification, development and implementation of scientific risk based systems to ensure the exclusion, eradication or effective management of pests and diseases that jeopardise the relative pest and disease free status of Tasmania.

Manage the human, physical, financial and information resources of the Biosecurity and Product Integrity Division.

Provide authoritative and strategic policy advice to the Secretary and the Minister on issues relating to biosecurity and product integrity.

Administer and routinely review food safety, animal welfare and product integrity legislation in line with the expectations of direct stakeholder and the community at large.

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

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

Enquiries to Josie Doering, phone (03) 6233 3504, email josie.doering@dpipwe.tas.gov.au.

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

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

EPA DIVISION

*Scientific and Technical***Biodiversity Officer, Derwent Estuary Program (706646).**

Applications Close:—Friday, 18 February 2011.

Salary:—\$50,815 – \$82,709 p.a.

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

Fixed-term full-time from 15/03/2011 to 14/03/2013.

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 of 29.4 hours per week with the successful applicant.

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

Duties:—To coordinate, initiate and implement biodiversity-related activities associated with the Derwent Estuary Program (DEP).

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

Desirable Requirements:—Postgraduate qualifications in a relevant discipline. Over 5 years experience in the field of aquatic/marine ecology. Experience and training in GIS-based mapping. Current motor vehicle driver's license.

Enquiries to Elaine Adams, phone (03) 6233 3373, email elaine.adams@environment.tas.gov.au.Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6233 3903, fax (03) 6233 3682, email job.applications@dPIPWE.tas.gov.au.

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

*Fox Eradication***Field Officer (Fox Eradication) (702483) (2 vacancies).**

Applications Close:—Friday, 18 February 2011.

Salary:—\$34,815 – \$43,365 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term full-time until 28 June 2013.

Location:—Newtown.

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

Duties:—Carry out field operations and associated preparatory work to progress the strategy, operational objectives and tactics of the Branch for the eradication of foxes in Tasmania.

Essential Requirements:—Current motor vehicle drivers licence (manual).

Desirable Requirements:—Category A and B firearms licence. Workplace Level 2 first aid certificate.

Enquiries to Robyn Aylmer, phone (03) 6336 5320, email robyn.aylmer@dPIPWE.tas.gov.au.Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, TAS, 7001, phone (03) 6233 3903, fax (03) 6233 3692, 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

*Fox Eradication***Project Officer (Fox Monitoring) (702390).**

Applications Close:—Friday, 18 February 2011.

Salary:—\$50,815 – \$82,709 p.a.

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

Permanent full-time.

Location:—Prospect.

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

Duties:—The Project Officer works with the Section Head in the planning, preparation and implementation of operational plans related to monitoring activities that quantify and maximise the probability of detecting the presence of foxes. Facilitate ongoing lethal control activities, and the subsequent analysis and interpretation of data.

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 Robyn Aylmer, phone (03) 6336 5320, email robyn.aylmer@dPIPWE.tas.gov.au.Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6233 3903, fax (03) 6233 3682, email job.applications@dPIPWE.tas.gov.au.

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

*Licensing and Fisheries Monitoring***Manager (Fisheries Compliance and Licensing) (706647).**

Applications Close:—Friday, 18 February 2011.

Salary:—\$97,036 – \$104,522 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time.

Location:—Hobart.

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

Duties:—To provide high level specialist and strategic advice to the Director Marine Resources and support through the delivery of efficient and effective fisheries compliance, licensing and monitoring processes, operations and systems. Manage the human, physical, financial and information resources of the Quota Audit Unit and Licensing and Fisheries Monitoring Section of the Licensing and Administration Branch.

Desirable Requirements:—Relevant tertiary qualifications or demonstration of an equivalent level of skills together with experience at a management level. Certificate in Policing or equivalent qualification.

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

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Enquiries to Katrina Edwards, phone (03) 6233 6061, email katrina.edwards@dpiipwe.tas.gov.au.

Applications to Katrina Edwards, Administrative Officer, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, TAS, 7001, phone (03) 6233 6061, fax (03) 6223 1539, email katrina.edwards@dpiipwe.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

PARKS AND WILDLIFE SERVICE

Operations and Performance

Fire Management.

Fire Fighter (701520).

Applications Close:—Friday, 25 February 2011.

Salary:—\$34,815 – \$43,365 p.a.

AWU (Tasmanian Public Sector) Award, Seasonal Fire Fighter Band 1.

Permanent full-time.

Location:—Lutana.

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

Duties:—As a member of a team, fight fires and perform other fire management tasks including prescribed burning, clearing of vegetation, and maintenance of fire trails, firebreaks and waterholes. Undertake the maintenance of fire-fighting and other equipment used in these tasks. Assist in other regional operations when not required for fire management.

Essential Requirements:—Successful completion of the fire-fighter fitness assessment at the 'Arduous' level (4.83 km walk carrying 20.5 kg in 45 minutes or less).

Desirable Requirements:—Chainsaw operator with evidence of recent experience. Current Remote Area First Aid Certificate. Fork lift licence. Medium Rigid drivers licence.

Enquiries to Adele Wright, phone (03) 6233 3828, email adele.wright@parks.tas.gov.au.

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

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

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TREASURY AND FINANCE

BUDGET AND FINANCE DIVISION

Procurement and Property Branch

Assistant Director (723746).

Applications Close:—Friday, 25 February 2011.

Salary:—\$97,036 – \$104,522 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time.

Location:—Hobart.

Duties:—The Assistant Director, as a senior member of the Procurement and Property Branch, will:

identify strategic whole-of-government procurement, contract management and risk management issues and emerging trends which contribute to, and support the achievement of, the corporate objectives of the Department;

contribute to the achievement of corporate objectives through the provision of authoritative advice to the Government and agencies on whole-of-government standards, policies and procedures; and

assist with the management of the Branch to deliver effective and efficient procurement, contract management and risk management services, including the development of whole-of-government procurement policy guidelines, standards and instructions, the review of compliance with Government policies, the management of whole-of-government contracts and the oversight of the operations of the Tasmanian Risk Management Fund.

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

have excellent communication, negotiation and relationship management skills;

have the ability to identify and understand complex problems and develop and implement appropriate solutions, both in a policy development and operational environment; and

demonstrate leadership and management skills with a strong people focus and the ability to achieve high standards of performance.

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

Enquiries to Paul Kingston, Director, Procurement and Property Branch, Department of Treasury and Finance, phone (03) 6233 8789, email paul.kingston@treasury.tas.gov.au.

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

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

TREASURY AND FINANCE
ECONOMIC AND FINANCIAL POLICY DIVISION
Economic Policy Branch

Policy Analyst (723250).

Applications Close:—Friday, 18 February 2011.

Salary:—\$57,038 – \$65,968 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Hobart.

Duties:—The employee, as a member of the Economic and Financial Policy Division, will be required, both individually and as a member of a team, to assist in providing advice in a range of economic policy areas and undertake economic policy research and investigations and prepare correspondence, reports and submissions.

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

demonstrated the ability to understand issues by drawing on a range of factual information;

the ability to communicate clearly and succinctly; and

demonstrated initiative and the ability to manage own output and work effectively in a team environment.

Desirable Requirements:—Diploma or Advanced Diploma, completion, or partial completion, of relevant tertiary qualifications.

Enquiries to Andrew Rayner, Assistant Director, Economic Policy Branch, Department of Treasury and Finance, phone (03) 6233 6732, email andrew.rayner@treasury.tas.gov.au.

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

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Promotions without Advertising

HEALTH AND HUMAN SERVICES.

IT is my intention to request the State Service Commissioner to exercise discretion to not advertise the following duties in accordance with section 40 (2) of the State Service Act 2000 and to promote the following permanent employee —.

L. Hepher.

to perform the duties of Intensive Care Paramedic 514167, IC Paramedic.

Duties:—Attend to members of the community requiring clinical care and treatment via ambulance services. Deliver an advanced level of pre-hospital clinical care in accordance with accepted procedures and protocols for Paramedics with Intensive Care qualifications. Provide relief at outer-urban and Branch stations as required within established guidelines and working in accordance with the appropriate position description for the position being relieved. Complete all relevant documentation with respect to clinical services, training provided and changes to the working environment and equipment. Maintain constant contact with the State

Communications Centre, in accordance with Ambulance Tasmania policies and protocols. Maintain a prescribed level of knowledge in advanced ambulance care practices, including contemporary skills and knowledge in advanced life support and the correct application of ambulance equipment.

Provide feedback and guidance to paramedic students, paramedic interns and paramedics on their clinical performance.

Maintain the allocated vehicle and equipment in a state of readiness at all times.

Performing other duties as required in accordance with instructions from the Supervisor.

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:—Evidence of the following must be provided prior to appointment to the job:—Holds a Bachelor of Paramedic Science plus additional qualification and relevant work experience or other qualification approved by the Service; Current drivers licence.

State Service employees aggrieved by this intention may make application to the State Service Commissioner for a review under section 50(1)(b) of the State Service Act 2000. Applications for review are to be lodged with the Office of the State Service Commissioner within 14 days of the publication date of this Gazette.

David Roberts.

HEALTH AND HUMAN SERVICES.

IT is my intention to request the State Service Commissioner to exercise discretion to not advertise the following duties in accordance with section 40 (2) of the State Service Act 2000 and to promote the following permanent employee —.

L. Young.

to perform the duties of Intensive Care Paramedic 510602, IC Paramedic.

Duties:—Attend to members of the community requiring clinical care and treatment via ambulance services. Deliver an advanced level of pre-hospital clinical care in accordance with accepted procedures and protocols for Paramedics with Intensive Care qualifications. Provide relief at outer-urban and Branch stations as required within established guidelines and working in accordance with the appropriate position description for the position being relieved. Complete all relevant documentation with respect to clinical services, training provided and changes to the working environment and equipment. Maintain constant contact with the State Communications Centre, in accordance with Ambulance Tasmania policies and protocols. Maintain a prescribed level of knowledge in advanced ambulance care practices, including contemporary skills and knowledge in advanced life support and the correct application of ambulance equipment. Provide feedback and guidance to paramedic students, paramedic interns and paramedics on their clinical performance. Maintain the allocated vehicle and equipment in a state of readiness at all times. Performing other duties as required in accordance with instructions from the Supervisor. 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.

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David Roberts.

Staff Movements

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	J. Huxley	Research Officer	03.02.11
Education	M. Godfrey	Assistant Principal - Tasmanian eSchool - Southern Campus	07.02.11
Education	R. Flittner	Advanced Skills Teacher - Learning Services North & North West	07.02.11
Health & Human Services	C. Owen	Social Worker (Statewide Audiology Service)	03.02.11
Health & Human Services	R. Cullen	Team Leader Finance Operations	01.02.11
Health & Human Services	J. Mason-Cox	Director of Nursing	07.03.11
Health & Human Services	A. Collins	Senior Occupational Therapist	14.02.11
Health & Human Services	L. Shadwick	Project Support Officer	11.01.11
Health & Human Services	A. Kent	Senior Policy Analyst	07.02.11
Police & Emergency Management	N. Ward	Operations Manager	01.02.11
Premier & Cabinet	D. Ryan	Service Delivery Officer HR Systems & Business Processes	31.01.11

Permanent Appointments

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Education	School Executive Officer - Redpa Primary School	C. Tatlow	6 months	01.02.11
Education	Customer Service Officer - Launceston LINC	A. Lawrence	6 months	31.01.11
Education	Customer Service Officer - Hobart LINC	J. Miller	6 months	31.01.11
Education	School Administration Clerk - Blackmans Bay Primary School	K. May	6 months	01.02.11
Education	Education Facility Attendant - Nixon Street Primary School	M. Shaw	6 months	02.02.11
Education	School Administration Clerk - Scottsdale High School	N. Krushka	6 months	07.02.11
Education	School Administration Clerk - West Launceston Primary School	A. Donnelly	6 months	07.02.11
Education	Customer Service Officer - Launceston LINC	R. Croew	6 months	31.01.11
Health & Human Services	Medical Scientist in Charge	R. White	6 Months	15.02.11
Health & Human Services	Occupational Therapist	T. Dodds	6 months	31.01.11
Health & Human Services	Paramedic	B. Quinn	6 Months	11.01.11
Health & Human Services	After Hours Nurse Manager	L. Towns	6 months	06.02.11
Health & Human Services	Process Management Analyst	P. McMasters	6 months	14.02.11
Health & Human Services	Registered Nurse	D. Brown	6 Months	18.01.11
Health & Human Services	Paramedic	A. Mansell	6 Months	11.01.11
Health & Human Services	Registered Nurse	J. Groves	6 Months	17.01.11
Health & Human Services	Tenancy Officer	W. Ng	6 months	03.02.11
Health & Human Services	Tenancy Officer	T. Clifford	6 months	07.02.11
Health & Human Services	Paramedic	A. Blank	6 Months	11.01.11
Health & Human Services	Hospital Aide	K. Payne	6 months	16.02.11
Health & Human Services	Tenancy Officer	M. McVilly	6 months	07.02.11
Health & Human Services	Speech Pathologist	S. Florisson	6 months	24.01.11
Health & Human Services	Hospital Aide	J. Bluett	6 months	17.01.11
Health & Human Services	Housing Access Officer	N. Campbell	6 months	31.01.11
Health & Human Services	Registered Nurse	S. Holmes	6 months	05.02.11
Health & Human Services	Community Mental Health Nurse	S. Glennie	6 months	07.02.11
Health & Human Services	Paramedic	K. Cerchez	6 Months	11.01.11
Health & Human Services	Registered Nurse	E. Goodyer	6 months	06.02.11
Health & Human Services	Ward Clerk	M. Darby	6 months	01.02.11
Health & Human Services	Paramedic	J. Thompson	6 Months	11.01.11
Infrastructure, Energy & Resources	HR Advisor	D. Clifton	NA	01.02.11
Justice	Policy Officer	T. Hewitt	6 months	06.02.11
Police & Emergency Management	Assistant Director (Emergency Management)	A. Heath	6 months	07.02.11
Treasury & Finance	Assistant Director	A. Hutchinson	6 months	07.02.11

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>
Primary Industries, Parks, Water & Environment	Ranger	B. Storer	2 years	31.01.11

Resignation of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Clinical Nurse	J. Paterson	22.01.11
Health & Human Services	Enrolled Nurse	K. Hyland	22.01.11
Health & Human Services	Manager Infrastructure Investment	L. Burbury	28.01.11
Health & Human Services	House Services Assistant	V. Cabalzar	01.02.11
Health & Human Services	Physiotherapist	B. Evans	31.01.11
Health & Human Services	Youth Justice Worker	T. Kruiswijk	28.01.11
Health & Human Services	Home Help	J. Gibson	21.01.11
Health & Human Services	Disability Officer	K. King	28.01.11
Infrastructure, Energy & Resources	Senior Contract Supervisor	N. Banks	28.01.11
Infrastructure, Energy & Resources	Driver Assessor	G. Morse	20.01.11
Primary Industries, Parks, Water & Environment	Section Leader (Sustainable Land Use)	D. McDonald	04.02.11
Primary Industries, Parks, Water & Environment	Compliance Support Officer	C. Horne	11.02.11
Primary Industries, Parks, Water & Environment	Team Leader, IT Training	G. Verity	04.02.11
Primary Industries, Parks, Water & Environment	Quarantine Support Officer	M. Gully	18.02.11

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Teacher	B. Bennett	02.02.11
Education	Teacher	C. Cooper	05.02.11
Health & Human Services	Senior Practice Consultant	K. Ritchie	28.01.11
Primary Industries, Parks, Water & Environment	Senior Property Officer	C. Dent	16.02.11
Primary Industries, Parks, Water & Environment	Client Service Officer	L. Summers	04.02.11

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