



TASMANIAN STATE SERVICE NOTICES

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OVER THE COUNTER
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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.

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.

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Kate.Crowley@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

CORPORATE SUPPORT DIVISION

Human Resources

Senior HR Officer, Payroll (424560).

Applications Close:—Friday, 4 March 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 day to day Payroll function and supervise the HR Operations team to ensure the efficient, effective and timely delivery of employee entitlements including payroll reconciliation and conditions processing.

Desirable Requirements:—Previous experience with EMPOWER, HR system.

Enquiries to Tracey Willis, Senior HR Consultant (System Admin), Department of Economic Development, Tourism and the Arts, phone (03) 6233 5866, email tracey.willis@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

CORPORATE SUPPORT DIVISION

*Human Resources***Senior HR Officer, System Administration (424075T).**

Applications Close:—Friday, 4 March 2011.

Salary:—\$57,038 – \$65,968 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time until 30 September 2012.

Location:—Hobart.

Duties:—Manage the day to day system administration of the Human Resource Information System and provide associated advice and consultancy including the delivery of standard and ad-hoc reporting.

Desirable Requirements:—Previous experience with EMPOWER, HR System.

Enquiries to Tracey Willis, Senior HR Consultant (System Admin), phone (03) 6233 5866, email tracey.willis@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

*Tasmanian Museum and Art Gallery***Registration Officer (Cultural Heritage) (706133).**

Applications Close:—Friday, 4 March 2011.

Salary:—\$50,815 – \$82,709 pro rata.

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

Permanent part-time (80% FTE).

Location:—Rosny.

Duties:—Manage the day-to-day curation of the Cultural Heritage collection and oversee the development of collection-based information services.

Essential Requirements:—Bachelors degree in an appropriate course of study; and.

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:—A Graduate Diploma in Museum Studies and a current motor vehicle licence.

Enquiries to Stella O'Brien for a copy of the Statement of Duties on phone (03) 6211 4178 or email stelle.obrien@tmag.tas.gov.au. For further information about the role please contact Andrew Rozefelds, Deputy Director Collections and Research, Department of Economic Development, Tourism and the Arts, phone (03) 6211 4148, email andrew.rozefelds@tmag.tas.gov.au.

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart TAS 7009, phone (03) 6233 5836, fax (03) 6233 5703, email applications@development.tas.gov.au.

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

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

CULTURE, RECREATION AND SPORT

*Tasmanian Museum and Art Gallery***Registration Officer (Zoology) (705685).**

Applications Close:—Friday, 4 March 2011.

Salary:—\$50,815 – \$82,709 p.a.

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

Permanent full-time.

Location:—Rosny.

Duties:—Manage the day-to-day curation of the Vertebrate Zoology collection and oversee the development of collection-based information services.

Essential Requirements:—Bachelors degree in an appropriate course of study; and.

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:—A current motor vehicle licence.

A Masters in Museum Studies.

Enquiries to Stella O'Brien for a copy of the Statement of Duties on (03) 6211 4178 or email stella.obrien@tmag.tas.gov.au. For further information regarding the vacancy please contact Cathy Young, Senior Curator Zoology, phone (03) 6211 4159, email catherine.young@tmag.tas.gov.au.

Applications to Erin Johnson, 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

TOURISM TASMANIA

*Strategy and Operational***Project Officer, Research (705927T).**

Applications Close:—Friday, 4 March 2011.

Salary:—\$57,038 – \$65,968 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time (3 months).

Location:—Hobart.

Duties:—Provide high level project and administrative support to Tourism Tasmania through facilitation and research related to Tourism projects and programs that align with the Agency's objectives.

Desirable Requirements:—A degree or tertiary qualification in a relevant discipline and experience in market research is desirable.

Enquiries to Mark Poll, Manager Consumer Research, Department of Economic Development, Tourism and the Arts, phone (03) 6230 8135, email mark.poll@tourism.tas.gov.au.

Applications to Justine McGuire, Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart TAS 7001, phone (03) 6233 5767, fax (03) 6233 5703, email applications@development.tas.gov.au.

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

EDUCATION

COMMUNITY KNOWLEDGE NETWORK

LINC's East

Hobart LINC

Customer Services Officer, Hobart LINC (700532).

Applications Close:—Friday, 4 March 2011.

Salary:—\$34,815 – \$43,365 pro rata.

Tasmanian State Service Award, General Stream, Band 1.

Permanent part-time 51.45 hours per fortnight.

Location:—Hobart LINC.

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

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

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

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

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

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

EDUCATION

COMMUNITY KNOWLEDGE NETWORK

LINC's West

Burnie LINC

Customer Services Officer, Burnie LINC (700522).

Applications Close:—Friday, 4 March 2011.

Salary:—\$34,815 – \$43,365 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Permanent full-time.

Location:—Burnie LINC.

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

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

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

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

For a copy of the Statement of Duties please contact Roslyn Rockliff, phone (03) 6434 6416, email roslyn.rockliff@education.tas.gov.au.

Enquiries to Sue Howard, Department of Education, phone (03) 6434 6311, email sue.howard@education.tas.gov.au.

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

EDUCATION

COMMUNITY KNOWLEDGE NETWORK

LINC's West

Devonport LINC

LINC Operations Co-ordinator, Customer Services, Devonport LINC (700495).

Applications Close:—Friday, 4 March 2011.

Salary:—\$57,038 – \$65,968 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Devonport LINC.

Description of Role:—To co-ordinate the day-to-day operations of assigned services and programs and supervise the work of associated staff.

Essential Requirements:—The Commissioner has determined that the person nominated for this position is

to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for—crimes of violence, sex related offences, serious drug offences.

Desirable Requirements:—Relevant diploma or post-secondary level qualifications.

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

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

For a copy of the Statement of Duties please contact Glenda Anderson, phone (03) 6421 5207, email glenda.anderson@education.tas.gov.au.

Enquiries to Fiona Ellis, Department of Education, phone (03) 6421 5214, email fiona.ellis@education.tas.gov.au.

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

EDUCATION

COMMUNITY KNOWLEDGE NETWORK

LINC's West

Glenorchy LINC

LINC Operations Co-ordinator, Services Support, Glenorchy LINC (700503).

Applications Close:—Friday, 4 March 2011.

Salary:—\$57,038 – \$65,968 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time from 11 April 2011.

Location:—Glenorchy LINC.

Description of Role:—To co-ordinate the day-to-day operations of assigned services and programs and supervise the work of associated staff. Other local tasks include volunteer management and support of literacy program activities.

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

Desirable Requirements:—Relevant diploma or post-secondary level qualifications.

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications:—Electronic applications must be in either Microsoft Word or RTF (rich text format). Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one

application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

For a copy of the Statement of Duties please contact Jenny Jerome, phone (03) 6233 8665, email jennifer.jerome@education.tas.gov.au.

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

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

EDUCATION

EDUCATIONAL PERFORMANCE SERVICES

Principal Educational Review Officer, Educational Performance Services (120929).

Applications Close:—Friday, 4 March 2011.

Salary:—\$95,169 p.a.

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

Fixed-term full-time from 1 March 2011 until 23 October 2012, non-teaching.

Location:—Educational Performance Services, Hobart.

Description of Role:—Work as part of a Management Team to provide high level support, direction and strategic thinking to project and processes within Educational Performance Services. Assist the Manager to co-ordinate school improvement, accountability and monitoring programs. Liaise effectively with Learning Services, principals and teachers to deliver quality information and professional learning. Assist in the preparation of policy statements, planning documents, evaluation reports and conduct research into educational issues.

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

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

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

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

Enquiries to Andrew Jones, Department of Education, phone (03) 6233 4864, email andrew.d.jones@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (North)

Scottsdale Primary School

Advanced Skills Teacher, Scottsdale Primary School (203530).

Applications Close:—Friday, 4 March 2011.

Salary:—\$85,035 p.a.

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

Permanent full-time from 20 June 2011.

Location:—Scottsdale Primary School.

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

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

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

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

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

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

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

Enquiries to Helen Munro, Department of Education, phone (03) 6352 2328, email helen.munro@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Devonport High School

Teacher Humanities, Devonport High School (201151).

Applications Close:—Friday, 4 March 2011.

Salary:—\$49,058 – \$78,509 p.a.

Teaching Service (TPS) Award, Teacher.

Permanent full-time from 20 June 2011.

Location:—Devonport High School.

Description of Role:—To implement and manage appropriate learning programs for students and to assess individual student progress.

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

Current certificate of registration; or provisional registration; or limited authority to teach granted by the Teachers Registration Board (Tasmania) in accordance with the provisions of the Teachers Registration Act 2000. Please note that a person with a limited authority to teach can only be employed on a Fixed-term basis.

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

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

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

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

Enquiries to Roger Eadie, Department of Education, phone (03) 6424 9461, email roger.eadie@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Latrobe High School

Teacher Humanities, Latrobe High School (952891).

Applications Close:—Friday, 4 March 2011.

Salary:—\$49,058 – \$78,509 p.a.

Teaching Service (TPS) Award, Teacher.

Permanent full-time from 20 June 2011.

Location:—Latrobe High School.

Description of Role:—To implement and manage appropriate learning programs for students and to assess individual student progress.

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

Current certificate of registration; or provisional registration; or limited authority to teach granted by the Teachers Registration Board (Tasmania) in accordance with

the provisions of the Teachers Registration Act 2000. Please note that a person with a limited authority to teach can only be employed on a Fixed-term basis.

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

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

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

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

Enquiries to Philip McKenzie, Department of Education, phone (03) 6426 1061, email philip.mckenzie@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Latrobe High School

Teacher Maths/Science, Latrobe High School (201201).

Applications Close:—Friday, 4 March 2011.

Salary:—\$49,058 – \$78,509 p.a.

Teaching Service (TPS) Award, Teacher.

Permanent full-time from 20 June 2011.

Location:—Latrobe High School.

Description of Role:—To implement and manage appropriate learning programs for students and to assess individual student progress.

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

Current certificate of registration; or provisional registration; or limited authority to teach granted by the Teachers Registration Board (Tasmania) in accordance with the provisions of the Teachers Registration Act 2000. Please note that a person with a limited authority to teach can only be employed on a Fixed-term basis.

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

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

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

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

Enquiries to Philip McKenzie, Department of Education, phone (03) 6426 1061, email philip.mckenzie@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Latrobe High School

Teacher Middle School, Maths/Phys Ed, Latrobe High School (960539).

Applications Close:—Friday, 4 March 2011.

Salary:—\$49,058 – \$78,509 p.a.

Teaching Service (TPS) Award, Teacher.

Permanent full-time from 20 June 2011.

Location:—Latrobe High School.

Description of Role:—To implement and manage appropriate learning programs for students and to assess individual student progress.

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

Current certificate of registration; or provisional registration; or limited authority to teach granted by the Teachers Registration Board (Tasmania) in accordance with the provisions of the Teachers Registration Act 2000. Please note that a person with a limited authority to teach can only be employed on a Fixed-term basis.

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

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

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

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

Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Philip McKenzie, Department of Education, phone (03) 6426 1061, email philip.mckenzie@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Ridgley Primary School

Teacher, LOTE, Ridgley Primary School (981297).

Applications Close:—Friday, 4 March 2011.

Salary:—\$49,058 – \$78,509 pro rata.

Teaching Service (TPS) Award, Teacher.

Permanent part-time 14 hours per fortnight from 2 May 2011.

Location:—Ridgley Primary School.

Description of the Role:—To implement and manage appropriate learning programs for students and to assess individual student progress.

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

Current certificate of registration; or provisional registration; or limited authority to teach granted by the Teachers Registration Board (Tasmania) in accordance with the provisions of the Teachers Registration Act 2000. Please note that a person with a limited authority to teach can only be employed on a Fixed-term basis.

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

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

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

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

Enquiries to Denise Wotherspoon, Department of Education, phone (03) 6435 7291, email denise.wotherspoon@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Smithton Primary School

School Administration Clerk, Smithton Primary School (300766).

Applications Close:—Friday, 4 March 2011.

Salary:—\$44,925 – \$48,998 pro rata.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 58.8 hours per fortnight from 2 May 2011 for 42 weeks per year.

Location:—Smithton Primary School.

Description of Role:—As part of the school office team provide a broad range of general administrative support consisting of effective and efficient client services and advice and operation of school based accounting, maintenance and records systems.

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

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

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

Enquiries to Jo Hillman, Department of Education, phone (03) 6452 1955, email jo.hillman@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Wilmot Primary School

Teacher Aide General, Wilmot Primary School (952617).

Applications Close:—Friday, 4 March 2011.

Salary:—\$39,157 – \$42,242 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

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

Location:—Wilmot Primary School.

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

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before

taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction check for—crimes of violence, sex related offences, serious drug offences.

Desirable Requirements:—College or TAFE studies in health and/or education.

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

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

Enquiries to Ralph Thompson, Department of Education, phone (03) 6492 1421, email ralph.thompson@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Wynyard High School

Teacher Aide Special, Wynyard High School (956402).

Applications Close:—Friday, 4 March 2011.

Salary:—\$39,157 – \$42,242 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time 40 hours per fortnight up to 42 weeks per year from 20 June 2011.

Location:—Wynyard High School.

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

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

Desirable Requirements:—College or TAFE studies in health and/or education.

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

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

Enquiries to Judy Lutwyche, Department of Education, phone (03) 6442 2385, email judy.lutwyche@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (South)

Schools Support (South)

Senior Speech and Language Pathologist, School Support (South) (306414).

Applications Close:—Friday, 4 March 2011.

Salary:—\$83,507 – \$92,273 p.a.

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

Permanent full-time.

Location:—School Support (South).

Description of the Role:—Work in schools as a member of a multi-disciplinary Learning Service support team to provide a speech and language pathologist service which supports students and families. Contribute to capacity building of school communities to improve access, participation and achievement of students. Provide high level advice and undertake professional speech and language pathology leadership to the Learning Services as identified by the General Manager Learning Services.

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

Desirable Requirements:—A current driver's licence. Eligibility for membership of Speech Pathology Australia.

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

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

Enquiries to Katrina Beams, Department of Education, phone (03) 6212 3232, email katrina.beams@education.tas.gov.au.

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

EDUCATION

STRATEGIC POLICY AND PERFORMANCE

*Curriculum****Principal Education Officer (595292), (Re-advertised).***

Applications Close:—Friday, 4 March 2011.

Salary:—\$102,245 p.a.

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

Fixed-term full-time from as soon as possible to 12 February 2013.

Location:—Learning Services (North West).

Description of the Role:—To provide educational leadership in the relevant educational fields, ensuring professional learning for teachers, school leaders and others by working within educational teams providing high quality curriculum development, implementation and support.

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

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

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

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

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

Enquiries to Jodee Wilson, Department of Education, phone (03) 6434 7216, email jodee.wilson@education.tas.gov.au.

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

EDUCATION

STRATEGIC POLICY AND PERFORMANCE

*Curriculum****Principal Education Officer (594692), Readvertised.***

Applications Close:—Friday, 4 March 2011.

Salary:—\$102,245 p.a.

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

Fixed-term full-time from as soon as possible to 12 February 2013.

Location:—Learning Services (North).

Description of the Role:—To provide educational leadership in the relevant educational fields, ensuring professional learning for teachers, school leaders and others by working

within educational teams providing high quality curriculum development, implementation and support.

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

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

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

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

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

Enquiries to Kelly Heathcote, Department of Education, phone (03) 6344 2533, email kelly.heathcote@education.tas.gov.au.

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

EDUCATION

STRATEGIC POLICY AND PERFORMANCE

*Curriculum****Principal Education Officer (594193), Readvertised.***

Applications Close:—Friday, 4 March 2011.

Salary:—\$102,245 p.a.

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

Fixed-term full-time from as soon as possible to 12 February 2013.

Location:—Learning Services (South).

Description of the Role:—To provide educational leadership in the relevant educational fields, ensuring professional learning for teachers, school leaders and others by working within educational teams providing high quality curriculum development, implementation and support.

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

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

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

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

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

Enquiries to Lucy Fisher, Department of Education, phone (03) 6212 3126, email lucy.fisher@education.tas.gov.au.

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

JUSTICE

CORPORATE SERVICES

Information Technology Services

Desktop Support Services Officer—2 Vacancies.

Applications Close:—Friday, 4 March 2011.

Salary:—\$44,925 – \$65,968 p.a.

Tasmanian State Service Award, ICT Level 1, Technician.

Vacancy No. 354832.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Vacancy No. 355899.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:—In conjunction with other members of the Desktop Services team, provide desktop support including problem solving and providing operational advice to clients. Undertake the installation and replacement of IT hardware and software as part of the Agencies IT procurement process. Provide technical support for client PCs and workstation hardware and software.

Essential Requirements:—

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

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

Desirable Requirements:—Relevant tertiary qualifications, or substantial progress thereto. Current driver's licence. A minimum of three years experience.

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

Applications to Recruitment and Establishment, Human Resources, Department of Justice, 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 John Cole on (03) 6242 2401.

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

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

JUSTICE

VICTIMS SUPPORT SERVICES

Counsellor (356175).

Applications Close:—Friday, 4 March 2011.

Salary:—\$50,815 – \$82,709 pro rata.

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

Fixed-term part-time 29.40 hours per fortnight (2 days a week, preferably every Wednesday and Thursday) until 30 November 2011.

Location:—Hobart.

Duties:—Assist victims of crime by providing face to face and telephone counselling and support services; provision of assessment and case planning services; providing information about court systems; liaising with other service providers to co-ordinate client support services.

Essential Requirements:—A degree of at least 3 years duration relevant to the professional duties to be undertaken is required, as provided by a recognised university.

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

Enquiries to Debra Rabe, Manager Victims Support Service, Department of Justice, phone (03) 6233 5002, email debra.rabe@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 Janet McClung on (03) 6233 5002.

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

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

POLICE AND EMERGENCY MANAGEMENT

HUMAN RESOURCES

*Employee Relations***Clerical Support Officer (003072).**

Applications Close:—Friday, 4 March 2011.

Salary:—\$44,925 – \$48,998 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time (29.40 hours per fortnight, Mondays and Tuesdays).

Location:—Hobart.

Duties:—Provide administrative, clerical, data entry and keyboard support within the Divisional work areas of the Human Resources command including at the Police Academy and Employee Relations.

Essential Requirements:-

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

Enquiries to Helen Jordan, Co-ordinator Employee Relations, Department of Police and Emergency Management, phone (03) 6230 2806, email helen.jordan@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).

POLICE AND EMERGENCY MANAGEMENT

NORTHERN DISTRICT

*Northern Prosecution Services***Team Leader (002836).**

Applications Close:—Friday, 4 March 2011.

Salary:—\$50,815 – \$55,312 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—Launceston.

Duties:—Responsible for day to day co-ordination of tasks and supervision, including training of State Service employees, quality assurance and customer service.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before

taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for—crimes of violence, sex related offences, serious drug offences, crimes involving dishonesty, serious traffic offences.

Qualifications and Experience:—Knowledge and expertise consistent with qualifications recognised at Certificate 3 and 4 or equivalent level.

Enquiries to Mr Kevin Osborne, District Executive Officer, Northern District, Department of Police and Emergency Management, phone (03) 6336 3749, email kevin.osborne@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).

POLICE AND EMERGENCY MANAGEMENT

OPERATIONS SUPPORT

*Radio Dispatch Services***Radio Dispatch Operator (2 positions) (001546 and 001826).**

Applications Close:—Friday, 4 March 2011.

Salary:—\$42,266 – \$55,312 p.a.

Radio Dispatch Operators (Department of Police and Public Safety) Agreement 2005, Radio Dispatch Operator, Level 1.

Permanent full-time, Radio Dispatch Operator, Level 1-3. Including training and probationary period.

Location:—Hobart.

Duties:—Responsible for the receipt of calls and rapid and accurate dispatch of police resources in accordance with standard operational procedures.

There is a requirement to participate in a 24 hour rotational shift roster including weekends and public holidays, and such work attracts the payment of a shift and penalty allowance.

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:—Knowledge and expertise consistent with qualifications recognised at Certificate 3 and 4 or equivalent level.

Enquiries to Inspector Matthew McCreddie, Radio Dispatch Services, Operations Support, Department of Police and Emergency Management, phone (03) 6230 2281, email matthew.mccreadie@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).

PREMIER AND CABINET

CORPORATE SERVICES DIVISION

Finance Branch

Finance Budget Analyst (001784).

Applications Close:—Friday, 4 March 2011.

Salary:—\$68,385 – \$71,516 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Fixed-term full-time (6 months).

Location:—Hobart.

Duties:—Assist in the development, administration, monitoring and support of organisational units' budgets. Liaise with budget centre managers on resource and budget issues. Maintain departmental information systems on all funding sources and provide support in completion of the Department's reporting responsibilities.

Enquiries to Sean Green, Finance Manager, Department of Premier and Cabinet, phone (03) 6232 7075, email Sean.Green@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

PARKS AND WILDLIFE SERVICE

Operations and Performance

North-West Region

Ranger (706532).

Applications Close:—Friday, 4 March 2011.

Salary:—\$57,038 – \$65,968 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Arthur River.

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

A percentage salary loading may be payable in addition to the annual award salary for those employees who are authorised to undertake work on weekends, public holidays, outside normal working hours and for performing first aid duties.

Duties:—Assist the Ranger-In-Charge with the management of field centre operations and resources for the conservation and sustainable use of natural and cultural resources.

Essential Requirements:—A minimum of five years experience in reserve management or equivalent experience. A workplace Level 2 First Aid Certificate. To access Band 4 Range 2 salary levels the following are essential:—A Diploma in Conservation and Land Management or other qualifications deemed equivalent.

Desirable Requirements:—A Diploma in Conservation and Land Management or other qualifications deemed equivalent. A current motor vehicle driver's licence.

Enquiries to Natasha Norman, Department of Primary Industries, Parks, Water and Environment, phone (03) 6472 6020, email natasha.norman@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@dpipwe.tas.gov.au.

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

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

Staff Movements

Permanent Appointments

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Health & Human Services	Registered Nurse	A. Chandy	6 months	20.02.11
Health & Human Services	Registered Nurse	H. Zhang	6 months	20.02.11
Health & Human Services	Registered Nurse	C. Miller	NA	28.02.11
Health & Human Services	Registered Nurse	J. Joseph	6 months	20.02.11
Health & Human Services	Registered Nurse	B. George	6 months	20.02.11
Health & Human Services	Registered Nurse	R. George	6 months	20.02.11
Health & Human Services	Registered Nurse	M. Matthews	6 months	28.02.11
Health & Human Services	Registered Nurse	M. Saroye	6 months	20.02.11
Health & Human Services	Registered Nurse	B. Jose	6 months	20.02.11
Health & Human Services	Registered Nurse	I. Sadanandan	6 months	20.02.11
Health & Human Services	Registered Nurse	M. Lukose	6 months	20.02.11
Health & Human Services	Administrative Assistant	C. Millar	6 months	15.02.11
Health & Human Services	Registered Nurse	D. Joseph	6 months	20.02.11
Health & Human Services	Registered Nurse	R. Rajan	6 months	20.02.11
Health & Human Services	Clinical Psychologist	C. le Fevre	6 months	21.02.11
Health & Human Services	Registered Nurse	A. Joseph	6 months	20.02.11
Health & Human Services	Physiotherapist	M. Bushby	6 months	21.02.11
Health & Human Services	Administrative Assistant	E. Lawrance	6 months	21.02.11
Health & Human Services	Registered Nurse	J. Thomas	6 months	20.02.11
Health & Human Services	Enrolled Nurse	T. Stellmaker	6 months	07.03.11
Health & Human Services	Physiotherapist	J. Coulthard	6 months	21.02.11
Health & Human Services	Community Liaison Advisor	F. Girkin	6 months	28.02.11
Justice	Court Diversion Officer	L. Blackwell	6 months	17.02.11
Justice	Correctional Officer	G. Hayes	12 months	21.02.11
Justice	Correctional Officer	M. Allen	12 months	21.02.11
Justice	Correctional Officer	G. Fry	12 months	21.02.11
Primary Industries, Parks, Water & Environment	Field Officer	D. Crosswell	N/A	21.02.11
Port Arthur Historic Site Management Authority	Trades Assistant	M. Macdonald	1 month	17.02.11

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	Administrative Assistant (Fox Eradication)	R. Brain	21/02/2011 - 28/06/2013	21.02.11

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Health & Human Services	A. Keable	Community Liaison Advisor	28.02.11
Health & Human Services	J. Riley	Administration Officer	17.02.11
Health & Human Services	A. Dyas	Clinical Nurse	26.12.10
Health & Human Services	F. McEwen	Clinical Nurse Consultant	21.02.11
Health & Human Services	T. Dwyer	Team Leader	21.02.11
Health & Human Services	T. Temple	Executive Assistant	16.02.11
Justice	K. Shepherd	Project Manager	17.02.11

Resignation of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Co Director of Medical and Surgical Nursing Services	M. Nicholson	14.02.11
Health & Human Services	Executive Officer	P. Shirley	18.02.11
Health & Human Services	Senior Orthoptist	J. Miller	11.02.11
Premier & Cabinet	Senior Policy Analyst	P. Levett	23.02.11
Primary Industries, Parks, Water & Environment	Client Service Officer	A. Baker	16.02.11

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Teacher - ESL	I. Kalis	11.02.11
Education	Teacher	R. Wood	13.02.11
Education	Teacher	I. Saffin	11.02.11
Education	Teacher Aide Special	K. Lawrence	14.02.11
Education	Teacher	M. Grey	11.02.11
Education	Teacher	S. Gardner	15.02.11
Education	Teacher	J. Roberts	11.02.11
Education	Support Teacher	D. Kinghorn	11.02.11
Education	Teacher	J. Longden	11.02.11
Education	Teacher	C. Finlayson	11.02.11
Education	Teacher	M. Voss	15.02.11
Education	Teacher	W. Hull	11.02.11
Infrastructure, Energy & Resources	Geologist	D. Seymour	17.02.11



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