



# TASMANIAN STATE SERVICE NOTICES

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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](http://www.jobs.tas.gov.au) site or the enquiries person specified in the vacancy concerned. In addition there is information available on the selection process, interviews, post-selection counselling and conditions of employment from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) site or the enquiries person. Application forms are available from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) site and from the Agency that has advertised the vacancy.

### *Submission of Applications*

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

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

### *Fixed-Term Appointment*

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

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

### *Fixed-Term Employment Registers*

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

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

## Vacancies—General Information

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

**[www.jobs.tas.gov.au](http://www.jobs.tas.gov.au)**

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



# RBF Member Expo

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## **Burnie:**

**Tuesday 29 November 2011**  
Burnie Arts and Function Centre  
5.00pm to 8.30pm

## **Launceston:**

**Wednesday 30 November 2011**  
Hotel Grand Chancellor  
5.00pm to 8.30pm

## **Hobart:**

**Friday 2 December 2011**  
Hotel Grand Chancellor  
5.00pm to 8.30pm

For more information visit our website or phone the  
RBF Enquiry Line on **1800 622 631**.

## 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**

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications:—Electronic applications must be in either Microsoft Word or PDF 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 Jenny Rayner, Department of Education, phone (03) 6233 8631, email **jenny.rayner@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 G.P.O. Box 169, Hobart, 7001.

### EDUCATION

#### COMMUNITY KNOWLEDGE NETWORK

##### *LINC's East*

Regional Services and Support—Bridgewater Group

#### **Customer Services Officer, Bridgewater LINC (700595).**

Applications Close:—Friday, 18 November 2011.

Salary:—\$51,832 – \$56,418 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—Bridgewater LINC.

Description:—Undertake a range of multiple, diverse and complex tasks and provide support to a range of customer-focused services and programs in a LINC Tasmania environment.

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 and 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 PDF 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 Jenny Rayner, Department of Education, phone (03) 6233 8631, email **jenny.rayner@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, G.P.O. Box 169, Hobart, 7001.

### EDUCATION

#### COMMUNITY KNOWLEDGE NETWORK

##### *LINC's East*

Regional Services and Support—Bridgewater Group

#### **Customer Services Officer, Bridgewater LINC (700594).**

Applications Close:—Friday, 18 November 2011.

Salary:—\$35,511 – \$44,233 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Permanent full-time.

Location:—Bridgewater LINC.

Description:—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 and serious drug offences.

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

## EDUCATION

## LEARNING SERVICES

*Learning Services (North)*

## Exeter Primary School

***Education Facility Attendant, Exeter Primary School (952501).***

Applications Close:—Friday, 18 November 2011.

Salary:—\$36,063 – \$41,039 pro rata, per annum.

Miscellaneous Workers (Public Sector) Award, Education Facility Attendant, Level 1-3.

Permanent part-time 38.4 hours per fortnight.

Location:—Exeter Primary School.

Description of the Role:—As part of a team or alone perform various facets of the attendant role which may involve cleaning, grounds keeping, kitchen assistant duties and maintenance of school facilities to a hygienic, safe and presentable level. This role may also involve minor maintenance of related equipment.

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 PDF 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 Sheryl Turner, phone (03) 6394 4700, email sheryl.turner@education.tas.gov.au.

Enquiries to Sally Milbourne, Department of Education, phone (03) 6394 4700, email sally.milbourne@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)*

## Meander Primary School

***Education Facility Attendant, Meander Primary School (952601).***

Applications Close:—Friday, 18 November 2011.

Salary:—\$36,063 – \$41,039 pro rata, per annum.

Miscellaneous Workers (Public Sector) Award, Education Facility Attendant, Level 1-3.

Permanent part-time 26.4 hours per fortnight from 13 February 2012.

Location:—Meander Primary School.

Description of the Role:—As part of a team or alone perform various facets of the attendant role which may involve cleaning, grounds keeping, kitchen assistant duties and maintenance of school facilities to a hygienic, safe and presentable level. This role may also involve minor maintenance of related equipment.

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 PDF 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 Adam Eastley, Department of Education, phone (03) 6369 5111, email adam.eastley@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)*

## Riverside Primary School

***Education Facility Attendant, Riverside Primary School (964906).***

Applications Close:—Friday, 18 November 2011.

Salary:—\$36,063 – \$41,039 pro rata, per annum.

Miscellaneous Workers (Public Sector) Award, Education Facility Attendant, Level 1-3.

Permanent part-time 40 hours per fortnight.

Location:—Riverside Primary School.

Description of the Role:—As part of a team or alone perform various facets of the attendant role which may involve cleaning, grounds keeping, kitchen assistant duties and maintenance of school facilities to a hygienic, safe and presentable level. This role may also involve minor maintenance of related equipment.

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 PDF 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 Bovill, Department of Education, phone (03) 6327 3731, email jane.bovill@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)*

St Helens District High School

#### ***School Administration Clerk, St Helens District High School (306007).***

Applications Close:—Friday, 18 November 2011.

Salary:—\$45,823 – \$49,978 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time 42 weeks per year.

Location:—St Helens District High 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 and 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 PDF 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 Christine Treloggen, Department of Education, phone (03) 6376 7100, email christine.treloggen@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)*

St Marys District High School

#### ***School Executive Officer, St Marys District High School (306609).***

Applications Close:—Friday, 18 November 2011.

Salary:—\$69,753 – \$72,946 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time.

Location:—St Mary District High School.

Description of the Role:—Manage the operations of the school office and co-ordinate the school administrative service and assigned resources. Provide authoritative advice and support to the Principal and senior staff on administrative, resource and service management. Develop and implement operational solutions to meet administrative service requirements.

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

Desirable Requirements:—Qualification or studies in relevant areas e.g. human resources, business studies or accounting.

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 PDF 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 Louise Rose, Department of Education, phone (03) 6372 3900, email louise.rose@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)*

#### ***Re-advertised, Principal Network Leader (964885).***

Applications Close:—Friday, 18 November 2011.

Salary:—\$126,853 p.a.

Teaching Service (TPS) Award, Band 3, Level 8.

Fixed-term full-time from 30 January 2012 for a period up to 3 years, non teaching conditions apply.

Location:—Learning Services (North West).

Description of Role:—Network Leaders will focus on improving the performance of all schools in the network through building collective capacity of Principals to lead and manage schools, to improve the quality of the educational offering and the performance of all students. Responsible for

development and implementation of consistent state-wide educational policy, processes and reform.

**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.

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

A current driver's licence.

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications:—Electronic applications must be in either Microsoft Word or PDF 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 Burgess, phone (03) 6232 7445, email jenny.burgess@education.tas.gov.au.

Enquiries to Liz Banks, Department of Education, phone (03) 6233 7985, email liz.banks@education.tas.gov.au.

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South)*

Bruny Island District School

#### ***Education Facility Attendant, Bruny Island District School (953362).***

Applications Close:—Friday, 18 November 2011.

Salary:—\$36,063 – \$41,039 pro rata, per annum.

Miscellaneous Workers (Public Sector) Award, Education Facility Attendant, Level 1-3.

Permanent part-time 40 hours per fortnight from 31 January 2012.

Location:—Bruny Island District School.

**Description of the Role:**—As part of a team or alone perform various facets of the attendant role which may involve cleaning, grounds keeping, kitchen assistant duties and maintenance of school facilities to a hygienic, safe and presentable level. This role may also involve minor maintenance of related equipment.

A local duty statement is attached.

**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 PDF 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 Steve Robinson, Department of Education, phone 0400 018 280, email steve.robinson@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)*

Illawarra Primary School

#### ***Principal, Illawarra Primary School (204224).***

Applications Close:—Friday, 18 November 2011.

Salary:—\$114,106 p.a.

Teaching Service (TPS) Award, Band 3, Level 5.

Permanent full-time from 1 January 2012.

Location:—Illawarra Primary School.

**Duties:**—To lead and direct the educational program and administration of a school/college in accordance with appropriate Acts, Regulations and guidelines.

**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.

**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 PDF format. Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Judy Travers, Department of Education, phone (03) 6212 3228, email judy.travers@education.tas.gov.au.

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

## EDUCATION

## LEARNING SERVICES

*Learning Services (South)*

## Montrose Bay High School

***Advanced Skills Teacher, Literacy, Montrose Bay High School (203084).***

Applications Close:—Friday, 18 November 2011.

Salary:—\$89,397 p.a.

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

Permanent full-time from 14 February 2012.

Location:—Montrose Bay High 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.

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 PDF 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 Xanath Newbold, phone (03) 03 6273 1677, email xanath.newbold@education.tas.gov.au.

Enquiries to Mandy Reynolds-Smith, Department of Education, phone (03) 6273 1677, email mandy.reynolds-smith@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)*

## Rosetta Primary School

***Advanced Skills Teacher, Rosetta Primary School.***

Applications Close:—Friday, 18 November 2011.

Salary:—\$89,397 pro rata, per annum.

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

Vacancy No. 205423.

Permanent part-time 28 hours per fortnight from 14 February 2012.

Location:—Rosetta 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.

A local task list is attached.

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.

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 PDF 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 Eleanor Scott, Department of Education, phone (03) 6208 1200, email eleanor.scott@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)*

## South Hobart Primary School

**Advanced Skills Teacher, South Hobart Primary School.**

Applications Close:—Friday, 18 November 2011.

Salary:—\$89,397 p.a.

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

Vacancy No. 963617.

Fixed-term full-time from 14 February 2012.

Location:—South Hobart 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.

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 PDF 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 Greg Turner, Department of Education, phone (03) 6233 6040, email [greg.turner@education.tas.gov.au](mailto:greg.turner@education.tas.gov.au).

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

## EDUCATION

## LEARNING SERVICES

*Learning Services (South-East)*

## Jordan River Learning Federation—Herdsman's Cove Campus

**Advanced Skills Teacher, Jordan River Learning Federation, Herdsman's Cove Campus.**

Applications Close:—Friday, 18 November 2011.

Salary:—\$89,397 p.a.

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

Vacancy No. 205423.

Permanent full-time from 14 February 2012.

Location:—Herdsman's Cove Campus.

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.

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 PDF 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 Carolyn Brown, Department of Education, phone (03) 6263 7843, email [carolyn.brown@education.tas.gov.au](mailto:carolyn.brown@education.tas.gov.au).

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

## EDUCATION

## STRATEGIC POLICY AND PERFORMANCE

**Manager Literacy and Numeracy Framework (964922).**

Applications Close:—Friday, 18 November 2011.

Salary:—\$118,288 p.a.

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

Fixed-term full-time from 30 January 2012 until 31 December 2013.

Location:—To be negotiated.

Description of Role:—Develop and manage the implementation of the department's Literacy and Numeracy Framework in schools in a way that reflects the department's strategic plan, government direction, national initiatives and international trends.

Provide high level advice as well as high quality literacy and numeracy curriculum development and implementation support to the senior management of the department.

Provide support for, and line management of, the Network Lead Teachers (literacy and numeracy).

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 PDF 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 Suzanne Pennicott-Jones, phone (03) 03 6233 7758, email [suzanne.pennicott-jo@education.tas.gov.au](mailto:suzanne.pennicott-jo@education.tas.gov.au).

Enquiries to Jan.batchelor, Department of Education, phone (03) 6233 7768, email [jan.batchelor@education.tas.gov.au](mailto:jan.batchelor@education.tas.gov.au).

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

## EDUCATION

### STRATEGIC POLICY AND PERFORMANCE

#### ***Project Officer, Culture and Curriculum, Aboriginal Education Services (964898).***

Applications Close:—Friday, 18 November 2011.

Salary:—\$76,016 – \$87,325 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

Description of Role:—Work with the manager and staff of AES to develop and co-ordinate Aboriginal cultural education programs for schools and colleges throughout Tasmania. Provide advice and support to schools around embedding Aboriginal perspectives into the curriculum.

Essential Requirements:—Aboriginality. The State Service Commissioner has determined that this is an Aboriginal Identified Position and that it will be filled in accordance with the Guidelines for Aboriginal Employment.

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

Desirable Requirements:—A current driver's licence.

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

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

Enquiries to Jan Batchelor, Department of Education, phone (03) 6233 7768, email [jan.batchelor@education.tas.gov.au](mailto:jan.batchelor@education.tas.gov.au).

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

## EDUCATION

### STRATEGIC POLICY AND PERFORMANCE

#### *Early Years*

#### Child Care Unit

#### ***Licensing Officer, Child Care Unit (951193).***

Applications Close:—Friday, 18 November 2011.

Salary:—\$58,179 – \$67,288 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Devonport.

Description of Role:—To promote the provision of high quality childcare through the provision of licensing, monitoring, information and related services to child care providers, users and other interested parties.

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 and serious drug offences.

Desirable Requirements:—Early childhood and/or tertiary qualifications in a relevant field. A current driver's licence.

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

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

Enquiries to Lyn Chapman, Department of Education, phone (03) 6421 7790, email [lyn.chapman@education.tas.gov.au](mailto:lyn.chapman@education.tas.gov.au).

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

## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Primary Health Services North*

#### ***Registered Nurse—2 Vacancies.***

Applications Close:—Friday, 18 November 2011.

Salary:—\$50,761 – \$67,111 pro rata, per annum.

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

Vacancy No. 512414.

Permanent part-time shift work (fully rotational), working 40 hours per fortnight. Not withstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—St Marys Community Health Service.

Vacancy No. 512414.

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

Location:—St Marys Community Health Service.

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

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

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

Enquiries to Yvonne Webber, Department of Health and Human Services, phone (03) 6372 2111, email [yvonne.webber@dhhs.tas.gov.au](mailto:yvonne.webber@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

#### ***Social Worker (508259).***

Applications Close:—Friday, 18 November 2011.

Salary:—\$47,618 – \$76,401 p.a.

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

Permanent full-time day work.

Location:—Royal Hobart Hospital.

Duties:—Develop, provide and evaluate Social Work services for patients of the Royal Hobart Hospital, as authorised, in accordance with the Code of Ethics of the Australian Association of Social Workers.

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 crimes involving dishonesty. Identification Check and disciplinary action in previous employment check.

Enquiries to Tracey Turner, Department of Health and Human Services, phone (03) 6222 8812, email [tracey.turner@dhhs.tas.gov.au](mailto:tracey.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

#### ***Speech Pathologist (518490).***

Applications Close:—Friday, 25 November 2011.

Salary:—\$47,618 – \$76,401 p.a.

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

Permanent full-time day work.

Location:—Community Rehabilitation Unit, Southern Tasmania Area Health Service.

Duties:—Working as part of a multidisciplinary team, assess, plan and carry out treatment programs for adults with complex rehabilitation needs referred to the Community Rehabilitation Unit, Southern Tasmania (CRU).

Assist the senior speech pathologist in ensuring best practice standards for speech pathology services provided at CRU. Supervision will be provided by the senior speech pathologist. Rotation across clinical work areas in rehabilitation may be required.

Essential Requirements:—Degree or diploma in Applied Science, Speech Pathology or equivalent and eligibility for membership of the Speech Pathology Australia (SPA).

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 Kerry Williams, Department of Health and Human Services, phone (03) 6222 7209, email [kerry.williams@dhhs.tas.gov.au](mailto:kerry.williams@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*

#### ***Clinical Nurse Consultant (Redevelopment/Infection Control) (520475).***

Applications Close:—Friday, 18 November 2011.

Salary:—\$77,187 – \$82,515 p.a.

Nurses (TPS) Award, Registered Nurse, Grade 6, Year 1 to Year 4.

Fixed-term full-time day work commencing As soon as possible for a period of 3 years.

Location:—Infection Control Unit, Royal Hobart Hospital.

Duties:—The role of the Clinical Nurse Consultant (Redevelopment/Infection Control) is to liaise and consult with members of health care teams, in line with Infection Prevention and Control policies, practices and legal requirements, to ensure safe quality patient care and provide the primary Infection Control liaison/oversight for the Royal Hobart Hospital (RHH) Redevelopment. The Clinical Nurse Consultant (Redevelopment/Infection Control) will work closely with the

Nurse Unit Manager (NUM) Infection Prevention and Control to support and further develop Infection Control practices within the Royal Hobart Hospital in relation to Redevelopment.

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

Enquiries to Rachel Thomson, Department of Health and Human Services, phone (03) 6222 8658, email [rachel.thomson@dhhs.tas.gov.au](mailto:rachel.thomson@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### STATEWIDE AND MENTAL HEALTH SERVICES

#### *Health and Wellbeing Services*

##### Oral Health Services

#### **Dental Officer (501319).**

Applications Close:—Friday, 18 November 2011.

Salary:—\$92,588 – \$144,164 To be negotiated.

Health and Human Services (Tasmanian State Service) Award.

Permanent part-time daywork, hours to be negotiated.

Location:—Oral Health Services, South.

Salary: To be negotiated with the successful applicant between Dental Officer Level 1-3 (\$92,588-\$144,164 per annum pro rata).

Our Oral Health Services provide a varied and comprehensive dental service to both children from 0–18 years and eligible adults across the State and we are seeking a Dentist to join our highly motivated team of dental professionals in Southern Tasmania.

We support professional development and believe it is vital to keep our employees up-to-date. With the full support and guidance of the service, you will be encouraged to extend yourself professionally within our modern surgeries, advanced technology and facilities.

Our Oral Health Services team consists of Dentists, Dental Therapists, Oral Health Therapists, Prosthetists, Technicians, Dental Assistants and administrative support staff working together to provide services to our client group.

With us, you can have it all. Life in Tasmania offers an enviable lifestyle with fine restaurants, exceptional wine and produce, a lively café and arts culture, stress-free commuting and all the entertainment and services you would expect of a capital city. Add to this the convenience of being only an hour from Melbourne and easily accessible world heritage.

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

Enquiries to Craig McShane, Department of Health and Human Services, phone (03) 6214 5433, email [craig.mcshane@dhhs.tas.gov.au](mailto:craig.mcshane@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

### COMMISSIONER FOR CHILDREN

#### **Policy Officer (519720).**

Applications Close:—Friday, 25 November 2011.

Salary:—\$68,882 – \$72,023 p.a.

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

Permanent full-time day work.

Location:—Stone Building, ABC Centre, Hobart.

The Policy Officer has responsibility for providing quality, accurate and timely advice and action to the Commissioner in accordance with the Children, Young Persons and their Families Act 1997, in matters relating to the health, welfare, care, protection and development of children and young people.

Desirable: Tertiary Qualifications in Law, Social Work or a related behavioural science would be an advantage.

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

Enquiries to Annie McLean, Department of Health and Human Services, phone (03) 62332731, email [annie.mclean@childcomm.tas.gov.au](mailto:annie.mclean@childcomm.tas.gov.au).

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

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## INFRASTRUCTURE, ENERGY AND RESOURCES.

### ROADS AND TRAFFIC

#### *Traffic and Infrastructure*

#### **Senior Asset Management Engineer (371901).**

Applications Close:—Friday, 18 November 2011.

Salary:—\$101,347 p.a.

DIER Roads and Traffic Engineers Industrial Agreement 2008, Band B, Level 9.

Permanent full-time.

Location:—Hobart.

Duties:—Manage and undertake in a team environment high level professional projects and tasks to manage the road and bridge asset, including the review of asset management systems.

Provide high level professional advice relating to the development of road and bridge asset management plans, strategies and policies for the State Road Network to align with organisational strategic plans and guidelines and maintenance programs, including the management of professional consultants for specific projects.

Develop, monitor and review road and bridge standard specifications and apply appropriate risk management strategies.

Provide high level professional advice regarding the maintenance, rehabilitation and structural investigations of pavements, bridges and other civil engineering structures, including routine and specific inspections and training of staff as appropriate.

Undertake investigation of heavy load routes and develop systems for the management of heavy loads.

Undertake specific bridge management tasks, including monitoring of performance, cathodic protection and conservation plans.

Represent the Department on State and National forums relevant to the primary duties as required.

Undertake duties of senior asset management engineering staff in their absence, including supervision of section staff in the performance of duties as required.

Essential Requirements:—Satisfactory completion of a relevant 4 year (minimum) university degree in engineering that is accredited by Engineers Australia; or satisfactory completion of academic qualifications in Engineering that are recognised by Engineers Australia as being an equivalent qualification.

Current Driver's Licence.

Desirable Requirements:—Postgraduate qualification in a relevant discipline.

Enquiries to Barry Walker, Manager Asset Management, Department of Infrastructure, Energy and Resources, 10 Murray Street, Hobart, phone (03) 6233 8682, email [Barry.Walker@dier.tas.gov.au](mailto:Barry.Walker@dier.tas.gov.au).

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

## INFRASTRUCTURE, ENERGY AND RESOURCES

### ROADS AND TRAFFIC

#### *Traffic and Infrastructure*

#### ***Traffic Engineering Officer (370446).***

Applications Close:—Friday, 18 November 2011.

Salary:—\$58,179 – \$67,288 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Hobart.

Provide technical assistance and support to the Senior Traffic Engineer in developing and managing traffic management policies, practices, programs and projects in line with Government and Agency policies and priorities.

Essential Requirements:—An Advanced Diploma in Civil Engineering from a recognised TAFE institution, or an equivalent qualification, appropriate to the nature of the work.

Current driver licence.

Desirable Requirements:—Minimum 5 years demonstrated experience working in a traffic engineering environment.

Enquiries to Simon Brown, Senior Traffic Engineer, Department of Infrastructure, Energy and Resources, 10 Murray Street, Hobart, phone (03) 6233 4793, email [Simon.Brown@dier.tas.gov.au](mailto:Simon.Brown@dier.tas.gov.au).

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

## JUSTICE

### WORKPLACE STANDARDS TASMANIA

#### *Inspectorate*

#### ***Helpline Inspector (355686).***

Applications Close:—Friday, 18 November 2011.

Salary:—\$58,179 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time 73.5 hours per fortnight until 10 July 2013.

Location:—Rosny.

Duties:—Provide timely and accurate advice, information, guidance and support by telephone and other electronic means to employers, employees and others regarding workplace health and safety, workers rehabilitation and compensation, dangerous substances, occupational licensing, building standards and regulation, long service leave and other legislation administered by the Division.

Desirable Requirements:—Post secondary qualifications in Occupational Health and Safety and/or a Diploma in Government (Workplace Inspection).

Enquiries to Malcolm Armsby, Manager Helpline, Workplace Standards Tasmania, Department of Justice, phone (03) 6233 8313, email [malcolm.armsby@justice.tas.gov.au](mailto:malcolm.armsby@justice.tas.gov.au).

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Malcolm Armsby on (03) 6233 8313.

The Department prefers electronic submission of applications, which will be acknowledged by email upon submission. Please ensure that your application has no more than four attachments in either Microsoft Word format, PDF 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.

## PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT.

### RESOURCE MANAGEMENT AND CONSERVATION

#### *Fox Eradication*

#### ***Community Liaison Officer (703068).***

Applications Close:—Friday, 18 November 2011.

Salary:—\$45,823 – \$49,978 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term full-time From As soon as possible until 28/6/13.

Location:—New Town.

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

Duties:—The Community Liaison Officer undertakes community engagement activities in line with the Fox Eradication Program (FEP) Community Engagement Strategy to maintain community support for FEP operational activities to eradicate the European Red Fox (*Vulpes vulpes*) from Tasmania.



Essential Requirements:—A current motor vehicle drivers licence.

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

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

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

Enquiries to Jodie Elmer, phone (03) 6336 5256, email [jodie.elmer@dpipwe.tas.gov.au](mailto:jodie.elmer@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 3004, fax (03) 6233 3682, email [job.applications@dpipwe.tas.gov.au](mailto:job.applications@dpipwe.tas.gov.au).

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

##### ROYAL TASMANIAN BOTANICAL GARDENS

#### **Cook (706748).**

Applications Close:—Friday, 18 November 2011.

Salary:—\$35,511 – \$44,233 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term part-time (1300 hours per annum) for 12 months.

Location:—Hobart.

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

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

Duties:—To deliver high quality food and beverage services to all RTBG clients. To assist the RTBG in achieving improved financial outcomes through the provision of catering functions both internal and external.

Desirable Requirements:—Competent numeracy and literacy skills. Level 3 Commercial Cookery Certificate or equivalent. Food Safety Accreditation. First Aid Workplace 2 Certificate.

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

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

Enquiries to Scott Allen, Restaurant Supervisor, phone (03) 6236 3088, email [scott.allen@rtbg.tas.gov.au](mailto:scott.allen@rtbg.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 3004, fax (03) 6233 3682, email [job.applications@dpipwe.tas.gov.au](mailto:job.applications@dpipwe.tas.gov.au).

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

##### WATER AND MARINE RESOURCES

##### *Water Management*

#### **Geologist, Tasmanian Hydrogeological Units (706753).**

Applications Close:—Friday, 18 November 2011.

Salary:—\$51,832 – \$84,363 p.a.

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

Fixed-term full-time from 1/12/11 until 30/6/12.

Location:—Hobart.

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

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

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

Duties:—To assist Groundwater Section staff with development of National and State Hydrogeological Units for Tasmania.

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

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

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

Enquiries to Kris Andrews, Administrative Support Officer, phone (03) 6233 2584, email [kris.andrews@dpipwe.tas.gov.au](mailto:kris.andrews@dpipwe.tas.gov.au).

Applications to Manager, Human Resources Management, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6233 3004, fax (03) 6233 3682, email [job.applications@dpipwe.tas.gov.au](mailto:job.applications@dpipwe.tas.gov.au).

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

##### PARKS AND WILDLIFE SERVICE

##### *Macquarie Island Pest Eradication Program*

#### **Assistant Eradication Team Leader (Dog Handlers) (706391).**

Applications Close:—Friday, 18 November 2011.

Salary:—\$51,832 – \$56,418 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term full-time from 2 April 2012 to 16 April 2013 (subject to shipping schedules and weather conditions).

Location:—Macquarie Island.

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

Employees who are required to undertake duties on Macquarie Island may be entitled to appropriate allowances.

In addition to the annual salary, while travelling to and from, and while stationed on Macquarie Island, the occupant is entitled to an Antarctic Allowance of \$11,661, a Common Duties Allowance of \$11,250 and an overtime allowance based on the lesser of 50% of the employee's salary or 50% of the classification of B4-R2-2 under the Tasmanian State Service Award.

Duties:—Assist the Eradication Team Leader in the delivery of programs and services on Macquarie Island as part of the Macquarie Island Pest Eradication Project.

Essential Requirements:—Successful applicants will be required to pass medical and adaptability tests, as well as a departmental fitness test, before being appointed to a position, and may be required to undergo additional physical training prior to working on Macquarie Island.

1. Be certified as fit for Macquarie Island service by the Australian Antarctic Division's Polar Medicine Branch after tests conducted by or on behalf of a Health Services Australia Medical Officer. 2. Be rated as suitable for Macquarie Island service against core behavioural criteria (some assessments will be made by the Directorate of Psychology – Army). 3. A current St John's Workplace Level 2 first aid certificate or equivalent. 4. Firearms licence or ability to acquire one before deployment to Macquarie Island. 5. Chemical Handling Certificate (Agsafe) or equivalent or the ability to acquire prior to being deployed to Macquarie Island.

Desirable Requirements:—Qualifications and experience in dog handling and welfare. Relevant experience in sub-Antarctic reserve management programs or similar reserved land management experience. A coxswain (restricted) certificate or equivalent. A current motor vehicle driver's licence. A Wilderness First Aid Certificate. An appropriate natural resource management qualification or trade qualification.

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

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

Enquiries to Viki Loring, Department of Primary Industries, Parks, Water and Environment, phone (03) 6233 8532, email [Viki.Loring@parks.tas.gov.au](mailto:Viki.Loring@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 3004, fax (03) 6233 3682, email [job.applications@dipwe.tas.gov.au](mailto:job.applications@dipwe.tas.gov.au).

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

##### PARKS AND WILDLIFE SERVICE

##### *Macquarie Island Pest Eradication Program*

#### **Assistant Eradication Team Leader (Field Assistants) (706390).**

Applications Close:—Friday, 18 November 2011.

Salary:—\$51,832 – \$56,418 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term full-time from 2 April 2012 until 16 April 2013 (Subject to shipping schedules and weather conditions).

Location:—Macquarie Island.

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

Employees who are required to undertake duties on Macquarie Island may be entitled to appropriate allowances.

In addition to the annual salary, while travelling to and from, and while stationed on Macquarie Island, the occupant is entitled to an Antarctic Allowance of \$11,256, a Common Duties Allowance of \$11,084 and an overtime allowance based on the lesser of 50% of the employee's salary or 50% of the classification of B4-R2-2 under the Tasmanian State Service Award.

Duties:—Assist the Eradication Team Leader in the delivery of programs and services on Macquarie Island as part of the Macquarie Island Pest Eradication Project.

Essential Requirements:—Successful applicants will be required to pass medical and adaptability tests, as well as a departmental fitness test, before being appointed to a position, and may be required to undergo additional physical training prior to working on Macquarie Island.

1. Be certified as fit for Macquarie Island service by the Australian Antarctic Division's Polar Medicine Branch after tests conducted by or on behalf of a Health Services Australia Medical Officer. 2. Be rated as suitable for Macquarie Island service against core behavioural criteria. (Some assessments will be made by the Directorate of Psychology – Army). 3. A current St John's Workplace Level 2 first aid certificate or equivalent. 4. Firearms licence or ability to acquire one before deployment to Macquarie Island. 5. Chemical Handling Certificate (Agsafe) or equivalent or the ability to acquire prior to being deployed to Macquarie Island.

Desirable Requirements:—Relevant experience in sub-Antarctic reserve management programs or similar reserved land management experience would be an advantage. A coxswain (restricted) certificate or equivalent. A current motor vehicle driver's licence. A Wilderness First Aid Certificate. An appropriate natural resource management qualification or trade qualification.

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

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Enquiries to Viki Loring, phone (03) 6233 8532, email [Viki.Loring@parks.tas.gov.au](mailto:Viki.Loring@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 3004, fax (03) 6233 3682, email [job.applications@dipwe.tas.gov.au](mailto:job.applications@dipwe.tas.gov.au).

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

##### PARKS AND WILDLIFE SERVICE

##### *Macquarie Island Pest Eradication Program*

#### **Eradication Team Leader (706595).**

Applications Close:—Friday, 18 November 2011.

Salary:—\$69,753 – \$72,946 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Fixed-term full-time from 2 April 2012 until 16 April 2013 (subject to shipping schedules and weather conditions).

Location:—Macquarie Island.

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

Employees who are required to undertake duties on Macquarie Island may be entitled to appropriate allowances.

In addition to the annual salary, while travelling to and from, and while stationed on Macquarie Island, the occupant is entitled to an Antarctic Allowance of \$11,661, a Common Duties Allowance of \$11,250 and an overtime allowance based on the lesser of 50% of the employee's salary or 50% of the classification of B4-R2-2 under the Tasmanian State Service Award.

Duties:—Contribute to the field implementation of the second (hunting) stage of the Macquarie Island Pest Eradication Plan.

Essential Requirements:—Successful applicants will be required to pass medical and adaptability tests, as well as a departmental fitness test, before being appointed to a position, and may be required to undergo additional physical training prior to working on Macquarie Island.

1. Be certified as fit for Macquarie Island service by the Australian Antarctic Division's Polar Medicine Branch after tests conducted by or on behalf of a Health Services Australia Medical Officer. 2. Be rated as suitable for Macquarie Island service against core behavioural criteria. (Some assessments will be made by the Directorate of Psychology – Army). 3. A current St John's Workplace Level 2 first aid certificate or equivalent. 4. Firearms licence or ability to acquire one before deployment to Macquarie Island. 5. A current motor vehicle driver's licence.

Desirable Requirements:—Relevant experience in the management of sub-Antarctic reserves or similar land management reserves experience would be an advantage. Chemical Handling Certificate (Agsafe) or equivalent or ability to acquire prior to being deployed to Macquarie Island. A coxswains (restricted) certificate or equivalent qualification. An appropriate qualification in a natural resource management or science discipline. A Wilderness First Aid Certificate.

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

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Enquiries to Viki Loring, phone (03) 6233 8532, email [Viki.Loring@parks.tas.gov.au](mailto:Viki.Loring@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 3004, fax (03) 6233 3682, email [job.applications@dPIPWE.tas.gov.au](mailto:job.applications@dPIPWE.tas.gov.au).

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

##### PARKS AND WILDLIFE SERVICE

##### *Macquarie Island Pest Eradication Program*

#### **Field Assistant (Dog Handlers) (up to 5 positions) (706378).**

Applications Close:—Friday, 18 November 2011.

Salary:—\$45,823 – \$49,978 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term full-time from 2 April 2012 until 16 April 2013 (subject to shipping schedules and weather conditions).

Location:—Macquarie Island.

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

Employees who are required to undertake duties on Macquarie Island may be entitled to appropriate allowances.

In addition to the annual salary, while travelling to and from, and while stationed on Macquarie Island, the occupant is entitled to an Antarctic Allowance of \$11,661, a Common Duties Allowance of \$11,250 and an overtime allowance based on the lesser of 50% of the employee's salary or 50% of the classification of B4-R2-2 under the Tasmanian State Service Award.

Duties:—Assist the Eradication Team Leader in the delivery of programs and services on Macquarie Island as part of the ground hunting phase of the Macquarie Island Pest Eradication Project.

Essential Requirements:—Successful applicants will be required to pass medical and adaptability tests, before being appointed to a position, and may be required to undergo a departmental fitness test and additional physical training prior to working on Macquarie Island. 1. Be certified as fit for Macquarie Island service by the Australian Antarctic Division's Polar Medicine Branch after tests conducted by or on behalf of a Health Services Australia Medical Officer. 2. Be rated as suitable for Macquarie Island service against core behavioural criteria (some assessments will be made by the Directorate of Psychology – Army). 3. A current St John's Workplace Level 2 first aid certificate or equivalent. 4. Firearms licence or ability to acquire one before deployment to Macquarie Island. 5. Chemical Handling Certificate (Agsafe) or equivalent, or the ability to acquire prior to being deployed to Macquarie Island.

Desirable Requirements:—Qualifications in dog handling and welfare. Relevant experience in sub-Antarctic reserve management programs or similar reserved land management experience. A coxswain (restricted) certificate or equivalent. A current motor vehicle driver's licence. A Wilderness First Aid Certificate. An appropriate natural resource management qualification or trade qualification.

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

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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 3004, fax (03) 6233 3682, email [job.applications@dPIPWE.tas.gov.au](mailto:job.applications@dPIPWE.tas.gov.au).

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

##### PARKS AND WILDLIFE SERVICE

##### *Macquarie Island Pest Eradication Program*

#### **Field Assistant (up to 6 positions) (706377).**

Applications Close:—Friday, 18 November 2011.

Salary:—\$45,823 – \$49,978 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term full-time from 2 April 2012 until 16 April 2013 (subject to shipping schedules and weather conditions).

Location:—Macquarie Island.

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

Employees who are required to undertake duties on Macquarie Island may be entitled to appropriate allowances.

In addition to the annual salary, while travelling to and from, and while stationed on Macquarie Island, the occupant is entitled to an Antarctic Allowance of \$11,661, a Common Duties Allowance of \$11,250 and an overtime allowance based on the lesser of 50% of the employee's salary or 50% of the classification of B4-R2-2 under the Tasmanian State Service Award.



**Duties:**—Assist the Eradication Team Leader in the delivery of programs and services on Macquarie Island as part of the ground hunting phase of the Macquarie Island Pest Eradication Project.

**Essential Requirements:**—Successful applicants will be required to pass medical and adaptability tests, before being appointed to a position, and may be required to undergo a departmental fitness test and additional physical training prior to working on Macquarie Island. 1. Be certified as fit for Macquarie Island service by the Australian Antarctic Division's Polar Medicine Branch after tests conducted by or on behalf of a Health Services Australia Medical Officer. 2. Be rated as suitable for Macquarie Island service against core behavioural criteria. (Some assessments will be made by the Directorate of Psychology – Army). 3. A current St John's Workplace Level 2 first aid certificate or equivalent. 4. Firearms licence or ability to acquire one before deployment to Macquarie Island. 5. Chemical Handling Certificate (Agsafe) or equivalent or the ability to acquire prior to being deployed to Macquarie Island.

**Desirable Requirements:**—Relevant experience in sub-Antarctic reserve management programs or similar reserved land management experience would be an advantage. A coxswain (restricted) certificate or equivalent. A current motor vehicle driver's licence. A Wilderness First Aid Certificate. An appropriate natural resource management qualification or trade qualification.

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

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

Enquiries to Viki Loring, phone (03) 6233 8532, email [Viki.Loring@parks.tas.gov.au](mailto:Viki.Loring@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 3004, fax (03) 6233 3682, email [job.applications@dpiuwe.tas.gov.au](mailto:job.applications@dpiuwe.tas.gov.au).

## TREASURY AND FINANCE

### CORPORATE SUPPORT DIVISION

#### *Human Resources Branch*

#### **Principal Human Resource Officer (724135).**

Applications Close:—Friday, 18 November 2011.

Salary:—\$76,016 – \$87,325 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term part-time 10.10 hrs per week for the period 02.02.12 to 08.12.2013.

Location:—Hobart.

**Duties:**—Contribute to effective people management strategies that build organisational capacity. This is achieved through the effective delivery of a range of policies and programs relating to occupational health, safety and wellbeing as well as the provision of high quality HR consultancy services and strategic policy development. In the context of the selection criteria, to be successful in the position applications will have:—knowledge of contemporary HR practices, particularly in relation to occupational health, safety and wellbeing, and promoting workplace diversity; the ability to co-ordinate a range of activities and be flexible to changing priorities; and the ability to build client and team relationships, and respond effectively to client needs.

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

Enquiries to Karen Martin, Manager Organisational Development, Human Resources Branch, Department of Treasury and Finance, phone (03) 6233 4924, email [karen.martin@treasury.tas.gov.au](mailto:karen.martin@treasury.tas.gov.au).

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

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

## Tasmanian Government — Senior Executive Service

### HEALTH AND HUMAN SERVICES

#### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### ***Chief Executive Officer Southern Tasmania Area Health Service (510797).***

Applications Close:—Friday, 18 November 2011.

Salary:—To be negotiated.

Senior Executive, Level 3.

Fixed-term full-time day work for a period of up to five years.

Location:—Royal Hobart Hospital, Hobart.

This role will be responsible and accountable for the effective and efficient management of the Royal Hobart Hospital including its major capital redevelopment program. In addition this role will ensure that the effective integration of the acute and primary care services and transition to a Tasmanian Health Organisation as part of the National Health Reform. The CEO is responsible and accountable for ensuring the safety and quality of care provided within the Southern Tasmania Area Health Service, and that the provision of all services is in accordance with the approved strategic direction and policy of the DHHS and that clinical and financial governance are of the highest order.

**Essential Requirements:**—Enquiries to John Mollett, Department of Health and Human Services, mobile 0406 661 323, email [rmiller@hardygroupintl.com](mailto:rmiller@hardygroupintl.com).

Before applying please obtain the selection documentation by emailing [rmiller@hardygroupintl.com](mailto:rmiller@hardygroupintl.com) quoting REF No H11-1003. For further information contact John Mollett on 0406 661 323.

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



## JUSTICE

## MONETARY PENALTIES ENFORCEMENT SERVICE

**Director (356385).**

Applications Close:—Friday, 18 November 2011.

Salary:—\$110,455 p.a.

Senior Executive, Level 1.

Senior Executive Fixed Term 5 year contract.

Location:—Hobart.

Duties:—Lead the Monetary Penalties Enforcement Service team responsible for the collection of monetary penalties in Tasmania. The Director will be required to perform all statutory functions and powers contained in the Monetary Penalties Enforcement Act 2005 including provision of an Annual Report and any other function as directed by the Minister. Lead and direct the delivery of a high quality, timely and professional enforcement service supporting MPES divisional programs, Agency goals and initiatives.

The successful candidate will have the opportunity to make a significant contribution to the administration of justice through the delivery of a cost effective enforcement service to government, commercial clients and the Tasmanian community that provides for the timely collection and enforcement of monetary penalties; and ensures the integrity of Tasmania's Justice System is maintained by reinforcing the deterrent effect of monetary penalties.

The Department is looking for a highly motivated senior manager with experience in high volume revenue collection and who has a demonstrated capacity to manage financial

and physical resources. The successful candidate will have substantial leadership skills, high level communication skills, and the ability to develop and maintain cooperative relationships with key stakeholders.

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 Robert Williams, Deputy Secretary, Department of Justice, phone (03) 6233 3201, email [robert.williams@justice.tas.gov.au](mailto:robert.williams@justice.tas.gov.au).

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Melissa Broadribb on (03) 6233 3201.

The Department prefers electronic submission of applications, which will be acknowledged by email upon submission. Please ensure that your application has no more than four attachments in either Microsoft Word format, PDF 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.

## Staff Movements

### *Permanent Appointments*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	Client Manager - Planning, Facilities and Environments	J. Wynwood	6 months	18.01.12
Health & Human Services	Registered Nurse	J. Wyatt	6 months	23.01.11
Health & Human Services	Registered Nurse	K. Anderson	6 months	23.01.11
Health & Human Services	Child Protection Worker	G. Harley	3 months	15.11.11
Health & Human Services	Child Protection Worker	L. Hollingbery	6 months	04.11.11
Infrastructure, Energy & Resources	Graduate Lease and Licence Inspection Officer	A. Wakefield	6 months	24.10.11
Justice	Investigation Officer	J. Jones	6 months	27.10.11
Police & Emergency Management	Communications Officer	M. Jones	6 months	03.11.11
Public Trustee	Client Account Manager	J. Rowlands	6 months	02.11.11
Public Trustee	North West Branch Manager	F. Sullivan	6 months	08.11.11

### *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	Quarantine Support Officer	S. Turner	2 years and 5 months	31.10.11

*Resignation of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Hospital Aide	P. Miranda	06.11.11
Health & Human Services	Business Support Officer (HR)	R. Bellchambers	14.10.11
Health & Human Services	Health Care Assistant	G. Burns	30.10.11
Health & Human Services	Clinical Nurse	L. Hartmann-Hudson	26.10.11
Health & Human Services	Systems Support Officer	S. Sumner	14.10.11
Health & Human Services	Manager, Business Improvement	R. Wing	28.10.11
Health & Human Services	Child Protection Worker	R. Hayes	13.10.11
Health & Human Services	Home Care Services Coordinator	K. van Oosterom	04.11.11
Health & Human Services	Senior Information Consultant	S. Whitbread	28.10.11
Health & Human Services	Principal Advisor	S. Williams	28.10.11
Health & Human Services	Team Leader	D. James	14.10.11
Health & Human Services	Priority Placement Employee	L. Scott	31.10.11
Health & Human Services	Registered Nurse	C. Hardy	29.10.11
Health & Human Services	Customer Liaison Officer	R. Thomson	21.10.11
Health & Human Services	Occupational Therapist	J. Pike	25.10.11
Health & Human Services	Tenancy Officer	C. Murray	27.10.11
Infrastructure, Energy & Resources	School Crossing Patrol Officer	R. Casagrande	04.11.11
Police & Emergency Management	Senior Station Officer	R. Ratcliffe	04.11.11
Police & Emergency Management	Regional Supervisor North West	A. Lewtas	04.11.11
Premier & Cabinet	Administrative Assistant	A. Nicholson	04.11.11
Premier & Cabinet	Finance Manager	S. Green	08.11.11
Treasury & Finance	Senior Policy Analyst	A. Beach	09.11.11

*Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Multi Skilled Domestic	H. Lewis	05.09.11
Health & Human Services	Multi Skilled Domestic	N. Jones	28.08.11
Justice	Correctional Officer	D. Fawkner	31.10.11



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

Our investment in a world class 'Ecoclean' solvent recycling system from Europe has enabled us to recycle all our solvent liquids for reuse, instead of disposing of this material which is traditional industry practice. Waste paper is managed via extraction systems and a compaction unit, capturing and bundling all waste generated during the production cycle which is then collected for recycling, reducing landfill. Vegetable based inks are used where possible on our presses, and green office principles are employed.

Print Applied Technology now adds to these initiatives official certification by the Forest Stewardship Council

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

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

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