



TASMANIAN STATE SERVICE NOTICES

PUBLISHED BY
AUTHORITY
ISSN 0039-9795

WEDNESDAY 23 NOVEMBER 2011

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

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

Vacancies—General Information

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

www.jobs.tas.gov.au

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

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

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

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

Further Information

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

Submission of Applications

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

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

Fixed-Term Appointment

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

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

Fixed-Term Employment Registers

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

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An up-to-date Will is one of the most important documents you can have. Making a Will ensures your hard earned assets and precious items are passed on to the people you choose.

The Public Trustee recommends you update your Will every three to five years. A Will is affected by changes in relationships and family circumstances, economic conditions, social security, taxation or legislation relevant to personal wealth and assets.

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November/December 2011

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To make your Will or Enduring Power of Attorney with the Public Trustee call us on 1800 068 784. Or come and speak us at the RBF Expo. For more information on the RBF Expo go to www.rbf.com.au

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Email text copy to.

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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

Administrative and Executive Services

Liaison Support Officer (705664).

Applications Close:—Friday, 2 December 2011.

Salary:—\$51,832 – \$56,418 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—Hobart.

Duties:—Working as part of a small administration team, provide timely and quality administrative support to the effective operation of the Secretariat.

As a member of the Secretariat team provide the highest level of client liaison for all divisions of the agency to ensure quality service delivery and information flow to the ministers, the secretary, public and private sector organisations, and the community.

Enquiries to Heidi Jones, Manager Secretariat, phone (03) 6233 5785, email **heidi.jones@development.tas.gov.au**.

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

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

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

CULTURE, RECREATION AND SPORT

Arts Tasmania

Roving Curator (706179).

Applications Close:—Friday, 2 December 2011.

Salary:—\$51,832 – \$84,363 pro rata, per annum.

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

Permanent part-time (0.5 FTE).

Location:—South (may be negotiated).

Duties:—To assess requests for assistance under the Roving Curator Program for significant cultural heritage collections in Tasmania, and then undertaking the agreed projects.

To provide advice and support that assists Small Museums and Collections of cultural heritage to raise their standards of collection management practice.

Desirable Requirements:—A working knowledge of the moveable cultural heritage sector.

Enquiries to Steve Kyne, Deputy Director Arts Tasmania, Department of Economic Development, Tourism and the Arts, phone (03) 6233 7306, email **steve.kyne@arts.tas.gov.au**.

Applications to 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

STRATEGY, ENTERPRISE AND REGIONS

Regional Development

Project Manager (424047).

Applications Close:—Friday, 2 December 2011.

Salary:—\$69,753 – \$72,946 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time.

Location:—Launceston.

Duties:—Deliver sustainable economic benefits through implementation and delivery of selected strategies, programs, and services targeted at enterprises in Northern Tasmania to maximise employment, investment and growth outcomes in accordance with the Government's Economic Development Plan and broader economic objectives.

Desirable Requirements:—Current drivers licence.

Relevant tertiary, or industry recognised qualifications or experience, and/or professional affiliations.

Enquiries to Kim Senior for a copy of the Statement of Duties on (03) 6336 2515 or email **kim.senior@development.tas.gov.au** For further information regarding the vacancy please contact Judy Davey, Regional Manager North, Department of Economic Development, Tourism and the Arts, phone (03) 6336 2373, email **judy.davey@ddevelopment.tas.gov.au**.

Applications to 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

STRATEGY, ENTERPRISE AND REGIONS

*Strategy and Research***Graduate Project Officer -(Graduate Program for People with Disabilities) (425240).**

Applications Close:—Friday, 2 December 2011.

Salary:—\$51,832 – \$62,406 p.a.

Tasmanian State Service Award, Graduate.

Permanent full-time.

Location:—Hobart.

Duties:—To conduct research and analysis and prepare reports and presentations that informs the department's economic development strategies.

Essential Requirements:-

Appropriate tertiary qualifications.

Eligibility requirements in accordance with the approved Graduate Program for People with Disabilities.

Enquiries to Tom Roach for a copy of the Statement of Duties on (03) 6233 5794 or email thomas.roach@development.tas.gov.au. For further information regarding the vacancy, please contact Lynne Fitzgerald, Director Strategy and Research, phone (03) 6233 5684, email lynne.fitzgerald@development.tas.gov.au.

Applications to 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.

EDUCATION

LEARNING SERVICES

Leadership and Learning

Aboriginal Education

Aboriginal Early Years Liaison Officer, Aboriginal Educations Services (962833).

Applications Close:—Friday, 2 December 2011.

Salary:—\$51,832 – \$56,418 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—Base, Rokeby Primary School.

Description of the Role:—To engage parents/carers of Aboriginal children from birth to four years in the education of their children. The role will contribute to improved kindergarten enrolment and attendance by providing parents with knowledge and skills to enhance their support for children's learning and preparedness for school entry.

Essential Requirements:—Aboriginality. The State Service Commissioner has determined that this position is an Aboriginal identified position and that it will be filled in accordance with Ministerial Direction No. 12 Aboriginal and Torres Strait Islander Employment in the State 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.

Desirable Requirements:—A Current Drivers 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.

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

Teacher Assistant, Early Childhood, St Helens District High School (306003).

Applications Close:—Friday, 2 December 2011.

Salary:—\$45,823 – \$49,978 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 20 hours per fortnight, 40 weeks per year.

Location:—St Helens District High School.

Description of the Role:—Provide assistance to the teacher(s) by assisting with the supervision and learning of students. Provide support and assistance to students with high and/or additional needs including but not limited to students with physical and/or intellectual disabilities and students with behavioural issues.

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

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

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 8832, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

EDUCATION

LEARNING SERVICES

Learning Services (South)

Lansdowne Crescent Primary School

Principal, Lansdowne Crescent Primary School (204270).

Applications Close:—Friday, 2 December 2011.

Salary:—\$114,106 p.a.

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

Permanent full-time from 1 January 2012.

Location:—Lansdowne Crescent 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-East)

Howrah Primary School

Principal, Howrah Primary School (201760).

Applications Close:—Friday, 2 December 2011.

Salary:—\$118,288 p.a.

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

Permanent full-time from 1 January 2012.

Location:—Howrah Primary School.

Duties:—To lead and direct the educational program



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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 Bob Phillips, Department of Education, phone (03) 6212 3117, email bob.phillips@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-East)

Sorell School

Principal, Sorell School (202188).

Applications Close:—Friday, 2 December 2011.

Salary:—\$118,288 p.a.

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

Permanent full-time from 1 January 2012.

Location:—Sorell 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 Bob Phillips, Department of Education, phone (03) 6212 3117, email bob.phillips@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

POST-YEAR 10

Tasmanian Polytechnic

Workforce Sector Leader North

Teacher (Enrolled Nursing)—2 Vacancies.

Applications Close:—Friday, 2 December 2011.

Salary:—\$53,229 – \$82,533 p.a.

Polytechnic and Skills Institute Teaching Staff Award, Band 1.

Vacancy No. 966986.

Permanent full-time.

Location:—North.

Vacancy No. 967003.

Permanent full-time.

Location:—North.

Duties:—Responsible to the designated Workforce Learning Leader for teaching and co-ordination of duties as may be required within the specified area of Enrolled Nursing and other related Health Programs.

Essential Requirements:—

(i) Hold a current Practising Certificate issued by the Australian Health Practitioners Regulation Agency (AHPRA).

(ii) Relevant post-secondary educational qualification.

(iii) 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.

(iv) The Commissioner has determined that the person nominated for this position is to satisfy a criminal history check before taking up the appointment, promotion or transfer.

Enquiries to Anne Saunders, Workforce Sector Leader, Tasmanian Polytechnic, Department of Education, phone (03) 6336 2476, email anne.saunders@polytechnic.tas.edu.au.

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

Applications to Human Resource Services (Recruitment) Shared Services, G.P.O. Box 1625, Hobart 7001, phone (03) 6233 4630, fax (03) 6233 7282, email recruitment@sharedservices.tas.edu.au.

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

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

If no acknowledgement or system generated response is received contact should be made with the Human Resource Services, Shared Services on (03) 6233 4630.

EDUCATION

POST-YEAR 10

Tasmanian Polytechnic

Workforce Sector Leader South

Teacher (Health Services)—2 Vacancies.

Applications Close:—Friday, 2 December 2011.

Salary:—\$53,229 – \$82,533 pro rata, per annum.

Polytechnic and Skills Institute Teaching Staff Award, Band 1.

Vacancy No. 968102.

Permanent full-time 70 hours per fortnight.

Location:—South.

Vacancy No. 968049.

Permanent part-time 0.8 FTE, 56 hours per fortnight.

Location:—South.

Duties:—Responsible to the designated Workforce Learning Leader for teaching and co-ordination duties as may be required within the specified area of Enrolled Nursing and other related Health Programs.

Essential Requirements:—

(i) Hold a current Practising Certificate issued by the Australian Health Practitioners Regulation Agency (AHPRA).

(ii) Relevant post-secondary educational qualification.

(iii) 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.

(iv) The Commissioner has determined that the person nominated for this position is to satisfy a criminal history check before taking up the appointment, promotion or transfer.

Desirable Requirements:—(i) Enrolled or Registered Nurse.

Enquiries to Diana Purcell, Workforce Learning Leader, Tasmanian Polytechnic, Department of Education, phone (03) 6245 8017, email diana.purcell@polytechnic.tas.edu.au.

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

Applications to Human Resource Services (Recruitment) Shared Services, G.P.O. Box 1625, Hobart 7001, phone (03) 6233 4630, fax (03) 6233 7282, email recruitment@sharedservices.tas.edu.au.

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If no acknowledgement or system generated response is received contact should be made with the Human Resource Services, Shared Services on (03) 6233 4630.

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EDUCATION

POST-YEAR 10

Tasmanian Polytechnic

Workforce Sector Leader North West

Teacher (Enrolled Nursing)—3 Vacancies.

Applications Close:—Friday, 2 December 2011.

Salary:—\$53,229 – \$82,533 pro rata, per annum.

Polytechnic and Skills Institute Teaching Staff Award, Band 1.

Vacancy No. 966219.

Permanent part-time 0.4 FTE, 28 hours per fortnight.

Location:—North West.

Vacancy No. 967798.

Permanent full-time 70 hours per fortnight.

Location:—North West.

Vacancy No. 967972.

Permanent part-time 0.8 FTE, 56 hours per fortnight.

Location:—North West.

Duties:—Responsible to the designated Workforce Learning Leader for teaching and co-ordination of duties as may be required within the specified area of Enrolled Nursing and other related Health Programs.

Essential Requirements:—

(i) Hold a current Practising Certificate issued by the Australian Health Practitioners Regulation Agency (AHPRA).

(ii) Relevant post-secondary educational qualification.

(iii) 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.

(iv) The Commissioner has determined that the person nominated for this position is to satisfy a criminal history check before taking up the appointment, promotion or transfer.

Enquiries to Noni Morse, Workforce Learning Leader, Tasmanian Polytechnic, Department of Education, phone (03) 6421 5586, email anoni.morse@polytechnic.tas.edu.au.

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

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

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If no acknowledgement or system generated response is received contact should be made with the Human Resource Services, Shared Services on (03) 6233 4630.

HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

Occupational Therapist (502038).

Applications Close:—Friday, 9 December 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, working 76 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—North West Area Health Service.

Duties:—Have you just graduated? Are looking for an opportunity? Do you have some Occupational Therapy experience and you want to build on that or diversify? Are you looking to live in a fantastic location?.

The North West Area Health Service (NWAHS) is seeking to recruit an Occupational Therapist to join their team of welcoming, supportive and committed health professionals, based in Tasmania's stunning North West coast.

Within a multidisciplinary clinical practice environment, you will provide occupational therapy assessments and interventions for inpatients, outpatients and community clients of the NWAHS. You will participate in rotations across acute clinical caseloads in the area including medical, surgical, rehabilitation and orthopaedic inpatients, orthopaedic outpatients, community clients and paediatrics. You will provide an educative and supportive role to staff, clients, relatives, carers, volunteers and community groups.

We place a high value on education, and you will participate and contribute to professional development and quality improvement activities.

You will be flexible and manage a fluctuating caseload with broad supervision from a senior therapist, and provide assistance with relief cover as required. You will have a demonstrated ability to achieve excellent outcomes within a multidisciplinary team, exhibiting well developed verbal and written communication skills.

Your proven commitment and enthusiasm for quality improvement initiatives, research and ongoing professional development will auger well for this position.

The North West coast of Tasmania provides an enviable lifestyle for work and social activities. Stunning scenery, outstanding forests, mountains, beaches and rivers provide so many pictures of nature at its best. Together with the sporting and social activities which are a vibrant and inherent part of the North West coast, the overall lifestyle is worth experiencing.

In addition to the superb location, we will offer you an attractive salary plus superannuation and access to salary packaging. We will provide you with a modern and well resourced work environment and negotiable relocation assistance may be offered.

Discuss this career opportunity today confidentially with Brad Birleson on (03) 6430 6600 or email brad.birleson@dhhs.tas.gov.au.

Desirable Requirements:—Current driver's licence.

Essential Requirements:—Graduate of an approved School of Occupational Therapy and eligibility for membership to OT Australia. (Australian Association of Occupational Therapists).

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.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Human Resources, North West Area Health Service, Department of Health and Human Services, P.O. Box 274, Ulverstone 7315 or email: rlo.nwash@dhhs.tas.gov.au.

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

North West Regional Hospital

Physiotherapist (503080).

Applications Close:—Friday, 9 December 2011.

Salary:—\$47,618 – \$76,401 p.a.

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

Fixed-term full-time day work, working 76 hours per fortnight to commence 23 January 2012 for 12 months. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—North West Area Health Service.

Duties:—Have you recently graduated and are seeking an opportunity to put your skills and knowledge into practice? Are you keen to pursue Paediatric Physiotherapy? Is lifestyle and location an important factor in your career decision?

If you have answered yes, then the North West Area Health Service may offer you the chance to expand your horizons through a 12 month fixed term Paediatric Physiotherapy position. You will be solely Paediatric focussed working with Senior Paediatric Physiotherapists in an Outpatient and Community setting. This is a comprehensive and progressive competency based programme which is aligned with the clinical education and support received from Senior Paediatric Physiotherapy staff.

This position is suitable for Graduates with a special interest in Paediatrics or Graduates with general experience wanting to focus on Paediatrics. You will display excellent communication and interpersonal skills and will foster positive and collaborative relationships within the health care team.

You will be based predominantly at the North West Regional Hospital in Burnie, and you will also work across the North West Coast incorporating time working at the Community Health Centre in Devonport as well as possible involvement on the West Coast and King Island.

The North West coast of Tasmania provides an enviable lifestyle for work and social activities. Stunning scenery, outstanding forests, mountains, beaches and rivers provide so many pictures of nature at its best. Together with the sporting and social activities which are a vibrant and inherent part of the North West coast, the overall lifestyle is worth experiencing.

In addition to the superb location, we will offer you an attractive salary plus superannuation and access to salary packaging. We will support and encourage your upskilling and personal development endeavours and provide you with a modern and well resourced work environment.

If this sounds like your next career opportunity, please call Noel McRoberts today on (03) 6430 6608 or email noel.mcroberts@dhhs.tas.gov.au for a confidential discussion about your application.

Desirable Qualifications:—Current driver's licence (acceptable in Tasmania).

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

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Human Resources, North West Area Health Service, Department of Health and Human Services, P.O. Box 274, Ulverstone 7315 or email rlo.nwahs@dhhs.tas.gov.au.

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

North West Regional Hospital

Senior Dietitian (519386).

Applications Close:—Friday, 9 December 2011.

Salary:—\$73,176 – \$83,935 p.a.

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

Fixed-term full-time day work, working 76 hours per fortnight commencing As soon as possible for 12 months. Notwithstanding, hours per fortnight may be negotiated with the successful candidate.

Location:—North West Regional Hospital.

Duties:—Extend yourself, broaden your horizons, join a committed team of health professionals!

The North West Area Health Service is keen to recruit an experienced and motivated Senior Dietitian into a position that offers a great opportunity to extend your skills and experience. The Senior Dietitian will have a key focus on providing clinical nutrition and dietetic services to clients of the Early Intervention Service (EIS) across the North West Area Health Service.

You will have significant clinical experience in the provision of nutrition and dietetic services. Ideally, you will also have experience developing and evaluating a new nutrition and dietetic position as part of a multidisciplinary service. You will also possess a demonstrated ability to be able to work effectively as part of a multidisciplinary team and you will have excellent verbal and written communication skills.

You will be responsible for determining clinical priorities and caseload management under the general professional guidance of the EIS Project Manager and Nutrition and Dietetics Manager.

Your ability to make sound and rational decisions using your professional experience and initiative, and your ability to problem solve without supervision will be well regarded. Professional leadership and direction is another aspect of this role and you will be expected to provide this to Level 1/2 Dietitians and student Dietitians.

This position is based at the North West Regional Hospital in Burnie on the North West coast of Tasmania. This location provides an enviable lifestyle for work and social activities. Stunning scenery, outstanding forests, mountains, beaches and rivers provide so many pictures of nature at its best. Together with the sporting and social activities which are a vibrant and inherent part of the North West coast, the overall lifestyle is worth experiencing.

We will offer you a supportive, modern and welcoming work environment, excellent remuneration and access to

salary packaging. Negotiable relocation assistance may also be offered.

We look forward to discussing your application in detail today, please phone Sarah O'Keefe on (03) 6430 6597 or email: sarah.okeefe@dhhs.tas.gov.au to learn more about this exciting career opportunity.

Desirable Qualifications:—Current Driver's Licence.

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

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

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Human Resources, North West Area Health Service, Department of Health and Human Services, P.O. Box 274, Ulverstone 7315 or email rlo.nwahs@dhhs.tas.gov.au.

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

North West Regional Hospital

Team Leader, Clinical Pharmacy (519796).

Applications Close:—Friday, 9 December 2011.

Salary:—\$73,176 – \$83,935 p.a.

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

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

Location:—North West Regional Hospital.

Duties:—Are you an experienced Pharmacist looking for a new opportunity? Do you desire a work/life balance? Do you find the thought of a coastal lifestyle alluring? This may be your perfect career.

The North West Area Health Service is seeking to recruit a Team Leader, Clinical Pharmacy to head up the pharmaceutical team at the North West Regional Hospital based in Burnie, on Tasmania's north west coast.

Your main focus will be to deliver clinical pharmacy activities for patients of the hospital and the North West Area Health Service. Additionally, you will provide an integrated and documented medication management service that meets the requirements of the APAC guidelines to allocated patients throughout an episode of care, including Supervision of Clinical Pharmacy services provided in the North West Area Health Service. You will also be responsible for developing and reviewing policies and procedures for clinical pharmacy activities.

Leading the Clinical Pharmacy team you will teach and train

pharmacists, pharmacy assistants, and pharmacy technicians working in the area, in the principles and practice of clinical pharmacy. You will also provide training to staff and a range of students from a variety of medical disciplines, on good medication management and practices.

From time to time you will also be required to support the Pharmacy Site Manager (North West) including taking on a leadership role within Pharmacy.

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We will offer you excellent remuneration, access to salary packaging and a modern and well resourced work environment. Negotiable relocation expenses may also be considered.

Desirable: Current drivers license.

Discuss your application confidentially with us today by contacting Paula Cooper on (03) 6348 7732–0416 057 666 or emailing paula.cooper@dhhs.tas.gov.au.

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

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

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Human Resources, North West Area Health Service, Department of Health and Human Services, P.O. Box 274, Ulverstone 7315 or email: rlo.nwahs@dhhs.tas.gov.au.

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

Primary Health Services North West

Community Health Nurse (502558).

Applications Close:—Friday, 2 December 2011.

Salary:—\$60,087 – \$70,230 pro rata, per annum.

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

Permanent part-time day work, working 48 hours per fortnight.

Location:—King Island Hospital and Health Centre.

Duties:—The North West Area Health Service is seeking an experienced, motivated and enthusiastic registered nurse with community nursing experience to join their committed health care team at the King Island Hospital and Community Health Centre.

You will be responsible for undertaking the planning, implementation and evaluation of nursing care of clients on King Island, in collaboration and consultation with clients/patients, carers and other members of the multidisciplinary team. This will be achieved by providing direct holistic and individualised service to clients including assessment, provision of treatment, and therapeutic management as the primary or associate nurse.

You recognise that the health of individuals and the community is influenced by social and environmental factors as well as individual's access to health services, and as a result, you will plan and deliver appropriate services accordingly. You will initiate self-management approaches to clients and actively contribute to the Early Intervention in Chronic Diseases.

In collaboration with the Manager, you will initiate health education/promotion programs with individuals and groups to facilitate independence and self care where appropriate. As such, you will be an excellent communicator with a high level of interpersonal skills who fosters a positive team spirit.

We will offer you attractive remuneration, access to salary packaging and provide a welcoming and supportive work environment. Your educational and professional development requirements are our priority and we will work with you to achieve these outcomes.

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

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

Current Drivers Licence.

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

Enquiries to Robyn Bridgewater, Department of Health and Human Services, phone (03) 6462 9900, email robyn.bridgewater@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Human Resources, North West Area Health Service, Department of Health and Human Services, P.O. Box 274, Ulverstone 7315 or email rlo.nwash@dhhs.tas.gov.au.

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

Co-ordinator Manual Handling (503794).

Applications Close:—Friday, 9 December 2011.

Salary:—\$73,176 – \$83,935 pro rata, per annum.

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

Permanent part-time day work, working 57 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Physiotherapy Department.

Duties:—The Co-ordinator Manual Handling has the key role of co-ordinating the planning and implementation of a risk management manual handling strategy for the Launceston General Hospital. This includes developing systems that facilitates regular reviews of working environments, work practices, providing education and developing policies and procedures that assists in preventing or minimising workplace illness and injury.

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

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

Enquiries to Michael Bishop, Department of Health and Human Services, phone (03) 6348 7260, email michael.bishop@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

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

Enrolled Nurse (503221).

Applications Close:—Friday, 2 December 2011.

Salary:—\$49,373 – \$52,220 pro rata, per annum.

Nurses (TPS) Award, Enrolled Nurse, Grade 2, Year 1 to Year 3.

Permanent part-time shift work, working 40 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Nursing Pool, Launceston General Hospital.

Duties:—In accordance with Agency policies and legal requirements, the Enrolled Nurse delivers direct patient/client care of a prescribed recurrent nature under the supervision of a Registered Nurse.

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 Robyn Liddington, Department of Health and Human Services, phone (03) 6348 7901, email robyn.liddington@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

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

Enrolled Nurse (503228).

Applications Close:—Friday, 23 March 2012.

Salary:—\$49,373 – \$52,220 pro rata, per annum.

Nurses (TPS) Award, Enrolled Nurse, Grade 2, Year 1 to Year 3.

Fixed-term casual shift work, as and when required, commencing as soon as possible to 5 August 2012.

Location:—Launceston General Hospital Nursing Pool.

Duties:—In accordance with Agency policies and legal requirements, the Enrolled Nurse delivers direct patient/client care of a prescribed recurrent nature under the supervision of a Registered Nurse.

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 Robyn Liddington, Department of Health and Human Services, phone (03) 6348 7901, email robyn.liddington@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

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

Environmental Cleaner (519858).

Applications Close:—Friday, 2 December 2011.

Salary:—\$42,602 – \$44,672 pro rata, per annum.

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

Permanent part-time shift work, working 40 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Environmental Services, Infection Control.

Duties:—Under the general supervision of the Infection Control Clinical Nurse Manager, provide a defined, high standard infection control cleaning service across the Launceston General Hospital.

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 Wilhelmine Digney, Department of Health and Human Services, phone (03) 6348 7669, email wilhelmine.digney@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

NORTHERN AREA HEALTH SERVICE

Primary Health Services North

Home Care Assessor (504743).

Applications Close:—Friday, 2 December 2011.

Salary:—\$45,265 – \$49,325 pro rata, per annum.

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

Permanent part-time day work, working 53 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Primary Health North.

Duties:—In accordance with primary health care principles, Agency policies and legislative requirements undertake efficient assessment and re-assessment for all referrals for home care services.

Desirable Requirements:—Certificate level 2 in Community Services (Aged Care) or equivalent and a willingness to increase knowledge.

Drivers licence.

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

Enquiries to Lesley Dawkins, Department of Health and Human Services, mobile 0400 353 501, email lesley.dawkins@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

STATEWIDE AND MENTAL HEALTH SERVICES

Alcohol and Drug Services

Addiction Medicine Specialist (520150).

Applications Close:—Friday, 2 December 2011.

Salary:—To be negotiated.

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

Fixed-term full-time daywork (with on call) commencing as soon as possible for a period of 5 years.

Location:—Alcohol and Drug Services, North.

Duties:—Work within a multidisciplinary health team framework to facilitate the comprehensive assessment, planning and implementation of appropriate clinical management for persons who are dependent on alcohol and/or drugs in accordance with the philosophies of the National Drug Strategy. Provide high level direct patient care and specialist advice to ensure high quality service provision in the area of addiction medicine. Provide clinical leadership within the drug and alcohol service and across the alcohol and other drugs sector. To participate in the provision of addiction medicine consultation

and liaison services to the acute care services, primary health services such as mental health and general practitioners. Practice in accordance with Government legislation and regulations (including the Alcohol and Drug Dependency Act 1968), Primary Health Care principles, Alcohol and Drug Service policies, Agency policies, legal requirements and professional competencies, to provide specialist alcohol and drug interventions and nursing care.

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

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 John Alderdice, Department of Health and Human Services, phone (03) 6230 7802, email john.alderdice@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES STATEWIDE AND MENTAL HEALTH SERVICES

Alcohol and Drug Services

Youth Worker (517287).

Applications Close:—Friday, 2 December 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 daywork.

Location:—Launceston.

The Alcohol and Drug Service North/NW is currently seeking a motivated and qualified Youth Worker to provide specialist assessments and interventions to young people presenting with alcohol and drug use issues. The Youth Worker will be part of supportive and enthusiastic multidisciplinary team and will be provided with supervision and training. Salary packaging is also available. This role offers a real opportunity to have a direct and positive impact on the lives of young people and their families across the North of Tasmania.

Desirable Requirements:—Current drivers license.

Essential Requirements:—Degree in Social Work giving eligibility for membership to the Australian Association for Social Workers, or Graduate of an approved School of Occupational Therapy and Eligibility for membership to OT Australia (Australia Association of Occupational Therapy), or Registered with the Psychology Board of Australia.

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

Enquiries to Monika Petschar, Department of Health and Human Services, phone (03) 6336 5577, email monika.petschar@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Mental Health Services South

Post Graduate Nurse Rotation Mental Health (508647).

Applications Close:—Friday, 2 December 2011.

Salary:—\$50,761 – \$67,111 p.a.

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

Fixed-term full-time shiftwork (fully rotational), commencing January 2012 for a period of 12 months.

Location:—Department of Psychiatry, Royal Hobart Hospital.

Please Note: Multiple Vacancies available.

Utilise a problem solving approach and established nursing procedures in the delivery of direct nursing care. Collaborate with other members of the health care team to ensure the delivery and evaluation of nursing care. Complete the Graduate Diploma in Advanced Nursing (Mental Health/Psychiatric Nursing).

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

The Commissioner has determined that the person nominated for this position is to satisfy 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 Julia Miller, Department of Health and Human Services, phone (03) 6222 8512, mobile 0409 044 355, email julia.miller@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Mental Health Services South

Registered Nurse (512047).

Applications Close:—Friday, 2 December 2011.

Salary:—\$50,761 – \$67,111 p.a.

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

Permanent full-time shiftwork (fully rotational).

Location:—Intensive Psychiatric Support Unit, Royal Hobart Hospital.

As a member of a multi-disciplinary team deliver high quality mental health services in an acute psychiatric facility at the Department of Psychiatry, Royal Hobart Hospital.

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

The Commissioner has determined that the person nominated for this position is to satisfy 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 Julia Miller, Department of Health and Human Services, phone (03) 6222 8512, mobile 0409 044 355, email julia.miller@dhhs.tas.gov.au.

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

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INFRASTRUCTURE, ENERGY AND RESOURCES

LAND TRANSPORT SAFETY

Road Safety Operations

Crossing Guards

School Crossing Patrol Officer (900610).

Applications Close:—Friday, 2 December 2011.

Salary:—\$35,511 – \$44,233 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term part-time 2.5 hours per week for 12 months.

Location:—Smithton.

Duties:—Responsible for the safe conduct of school children and others at pre-selected crossing points. Responsible for requiring drivers of vehicles to stop on a road where the Guard is engaged in the duties of protecting children and others crossing to and from a school. Provide advice to the School Principal when children are crossing the road other than at the selected location, or are not observing instructions, so that corrective measures may be taken.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for—crimes of violence, Sex related offences, Serious drug offences, Serious Driving Offences and Medical examination covering general health, medical history, vision and hearing.

Desirable Requirements:—Current drivers licence. Possession of a current First Aid Certificate.

Enquiries to Aly Sargent, School Crossing Patrol Officer Co-ordinator, Department of Infrastructure, Energy and Resources, 287 Wellington Street Launceston Tas 7250, phone 6336 5459, email Aly.Sargent@dier.tas.gov.au.

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

INFRASTRUCTURE, ENERGY AND RESOURCES

ROADS AND TRAFFIC

Operations

Manager Contract Services (372065).

Applications Close:—Friday, 2 December 2011.

Salary:—\$98,977 – \$106,612 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time.

Location:—Hobart.

Duties:—Undertake a whole-of-Agency advisory role in conjunction with the Chief Financial Officer on procurement, contracting, legal and risk matters affecting the delivery of Agency business, including the provision of specialist advice to the Director Operations on the Roads Program.

Develop, assist and facilitate implementation of procurement and contracting strategies that assist in the achievement of the broader outcomes required of the Branch in the delivery of the Roads Program.

Provide high-level leadership, management and coaching to the administrative staff undertaking the registration, tendering and contract management processes, ensuring the effective and efficient utilisation of the human, financial and other resources.

Act as a member and provide specialist advice to the Agency's Tender Review Committee, and represent the Agency as required at Government forums including Austroads, RCIF and TBCITB.

Work collaboratively with both senior managers and staff within the Branch to develop, guide and implement strategies that achieve consistent and appropriate standards of contract management across the Branch.

Provide leadership and input to the strategic management of the Branch as part of the Branch's Leadership Group.

Provide contractual and probity advice to the Director, Operations and other key Agency staff, and undertake document and legislation reviews.

Support the Director, Operations in reviewing and setting appropriate actions on contract claims.

Establish and maintain Divisional processes relating to procurement and contracting for road and bridge works, and provide advice regarding other Agency procurements in conjunction with the Chief Financial Officer, to facilitate compliance with whole of-Government guidelines.

Undertake the role of Business Owner for the Branch Contract Manual (relevant sections), ensuring that it is maintained and developed to meet changing business needs.

From time to time this position will be required to undertake special duties or projects within the individual's capabilities, or for developmental purposes.

Desirable Requirements:—Tertiary qualifications in a relevant qualification.

Enquiries to Phil Cantillon, Director Operations Branch, Department of Infrastructure, Energy and Resources, 10 Murray Street, phone 6233 3367, email Phil.Cantillon@dier.tas.gov.au.

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

JUSTICE

TASMANIA PRISON SERVICE

*Integrated Offender Management***Team Leader Interventions Programs (350464).**

Applications Close:—Friday, 2 December 2011.

Salary:—\$90,309 – \$96,458 p.a.

Tasmanian State Service Award, Professional Stream, Band 3.

Permanent full-time 73.5 hours per fortnight.

Location:—Risdon.

Duties:—Manage the Interventions Programs Team including all relevant staff attached to the team. Accountable for the recruitment, management, and development of staff who deliver programs to inmates including program outcomes and success rates.

Essential Requirements:—A degree of at least 3 years duration in Psychology, Social Work or Counselling or equivalent as provided by a recognised university.

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

1) Arson and fire setting; Violent crimes and crimes against the person; Sex-related offences; Drug and alcohol related offences; Crimes involving dishonesty; Crimes involving deception; Making false declarations; Malicious damage and destruction to property; Serious traffic offences; Crimes against public order or relating to the Administration of Law and Justice; Crimes against Executive or Legislative Power; Crimes involving Conspiracy. 2) Disciplinary action in previous employment check. 3) Identification check.

Desirable Requirements:—A degree or post graduate qualification in Health Science, Education, Social Science, Psychology, Social Welfare or Social Work. Significant post graduate work experience in a relevant field. Registration or ability to be registered as a psychologist in Tasmania is highly desirable.

Additional Information:—Shortlisted applicants will be required to undergo a psychological assessment prior to the interview being conducted. More information on the assessment process is available by downloading the 'Recruitment of Integrated Offender Management Staff Policy' from the job kit available on the jobs website.

Enquiries to Dr Kay Cuellar, Manager Integrated Offender Management, Tasmania Prison Service, Department of Justice, phone (03) 6216 8010, email kay.cuellar@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 Dr Kay Cuellar on (03) 6216 8010.

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.

POLICE AND EMERGENCY MANAGEMENT

CORPORATE SERVICES

*Information Technology Services***Information and Communications Technology Officer ICT1 (Graduate) (000955).**

Applications Close:—Friday, 2 December 2011.

Salary:—\$51,832 – \$62,406 p.a.

Tasmanian State Service Award, ICT Level 1 Graduate.

Permanent full-time.

Location:—Hobart.

In a team environment, provide enterprise software development services by utilising knowledge and experience with contemporary application development technologies, frameworks and methodologies. Provide best practice service delivery in relation to system development and application services, including the initiation, implementation and management of small projects. Conduct research into specialist information technology trends and provide technical advice and support to department personnel.

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.

Qualifications and Experience:—Computer Science, Information Technology tertiary qualifications. Experience in the use of HTML, DHTML, CSS, JavaScript, AJAX, Web Services, SQL 2008, open source software, Java, Groovy, Grails, C#, ASP.Net, ASP, GIS, ESBs, C/C++ and UniVerse will be highly regarded. Employees within Information Technology Services will be required to undertake a criminal conviction check.

Enquiries to Ms Silvana Smillie, Manager, Application Development and Support, Information Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, TAS, 7001, phone (03) 6230 2455, email Silvana.Smillie@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

FORENSIC SCIENCE SERVICE TASMANIA

*Forensic Chemistry***Forensic Scientist (002968).**

Applications Close:—Friday, 2 December 2011.

Salary:—\$48,259 – \$77,222 p.a.

Allied Health Professionals (Tasmanian Public Sector) Industrial Agreement 2010, Forensic Scientist, Level 1.

Permanent full-time.

Location:—New Town.

Duties:—Conduct routine and complex examination of Forensic Chemistry evidence items and provide reports and court testimony (Level 1/2). Prepare reports involving opinion on the effects of drugs on behaviour (Level 2).

Qualifications and Experience:—Appropriate degree in science from an approved university, or 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 Ms Miriam Connor, Toxicology Manager, Forensic Science Service Tasmania, Department of Police and Emergency Management, phone (03) 6278 5643, email miriam.connor@fsst.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

SOUTHERN DISTRICT

Southern Regional Prosecution Services

Graduate Officer, Graduate Program for People with Disabilities (003100).

Applications Close:—Friday, 2 December 2011.

Salary:—\$51,832 – \$62,406 p.a.

Tasmanian State Service Award, Graduate.

Fixed-term full-time 24 months.

Location:—Hobart.

Duties:—Assist the Officer-in-Charge, Southern Regional Prosecution Services in undertaking research and analysis, and provide assistance with subsequent policy formulation. Provide prosecutorial, administrative and clerical support to police prosecutors.

Appropriate tertiary qualifications.

Eligibility requirements in accordance with the approved Graduate Program for People with Disabilities.

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 Inspector Peter Harriss, Prosecution Services, Southern District, Department of Police and Emergency Management, phone (03) 6230 2316, email peter.harriss@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

TASMANIA FIRE SERVICE

Community Fire Safety

TasFire Equipment

Regional Supervisor (521028).

Applications Close:—Monday, 5 December 2011.

Salary:—\$58,761 – \$67,961 p.a.

Tasmania Fire Fighting Industry Employees Award 2000, Senior Fire Equipment Officer.

Permanent full-time.

Location:—Burnie.

Do you have a background in co-ordinating people, resources and tasks? Are you client focussed? Can you work without close supervision?

Duties:—To lead a small team delivering effective, timely and high quality TasFire Equipment services in the assigned region.

Desirable Requirements:—Certificate IV in Business or equivalent qualification.

Understanding of relevant legislation, codes and standards.

A current driver's licence.

A person nominated for appointment as a Regional Supervisor TasFire Equipment is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following conviction checks are to be conducted:—Arson and fire setting; Sexual offences; Crimes involving dishonesty (e.g. theft, burglary, breaking and entering, fraud); Crimes involving deception (e.g. obtaining an advantage by deception); Making false declarations; Violent crimes and crimes against the person; and, Malicious damage and destruction to property.

Accordingly a person nominated for appointment to a position of Regional Supervisor TasFire Equipment will be required to provide a Record of Convictions in relation to the above from Tasmania Police prior to appointment.

To be considered for an interview an applicant must address each of the selection criteria outlined in the Statement of Duties. An Application for Employment is to be completed and forwarded with your application. Statement of Duties including selection criteria and Application for Employment form is available from Andrew Lyons on (03) 6233 8518 or from www.jobs.tas.gov.au.

Enquiries to Andrew Lyons on (03) 6233 8518.

Applications to Tasmania Fire Service, G.P.O. Box 1526, Hobart, 7001 or fax (03) 6234 6647 or email fire@fire.tas.gov.au.

PORT ARTHUR HISTORIC SITE MANAGEMENT
AUTHORITY

ADMINISTRATION

HR Officer, Learning and Development (HR-12-11).

Applications Close:—Wednesday, 7 December 2011.

Salary:—\$58,179 – \$67,288 pro rata, per annum.

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

Fixed-term part-time.

Location:—Port Arthur.

Duties:—To plan, develop, co-ordinate, deliver, maintain and implement an effective and innovative learning strategy by promoting and supporting a culture of continuous learning and best practice throughout the Port Arthur Historic Site Management Authority.

Desirable Requirements:—Diploma or Advanced Diploma in an appropriate discipline.

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

Applications to Linda Kleinhenz, Human Resources Officer, Port Arthur Historic Site Management Authority, Arthur Highway, Port Arthur TAS 7182, phone (03) 6251 2306, fax (03) 6251 2322, email recruitment@portarthur.org.au.

PORT ARTHUR HISTORIC SITE MANAGEMENT
AUTHORITY

CONSERVATION AND INFRASTRUCTURE

Education Officer (ED-12-11)

Applications Close:—Wednesday, 7 December 2011.

Salary:—\$51,832 – \$69,753 p.a.

Port Arthur Historic Site Management Authority Award, Professional Stream, Band 1.

Fixed-term full-time.

Location:—Port Arthur.

Duties:—To develop and administer the delivery and promotion of an effective education service and to undertake interpretation projects that support the objectives of the Port Arthur Historic Site Management Authority (PAHSMA) across the three sites managed by the Authority, the Port Arthur Historic Site, the Coal Mines Historic Site and the Cascades Female Factory Historic Site.

Desirable Requirements:—Current Driver Licence.

Industry recognised professional affiliations.

Essential Requirements:—Evidence of the following must be produced before taking up this position:

Tertiary qualification in Education, Heritage Interpretation, Museum Studies or a relevant discipline.

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

Applications to Linda Kleinhenz, Human Resources Officer, Port Arthur Historic Site Management Authority, Arthur Highway, Port Arthur TAS 7182, phone (03) 6251 2306, fax (03) 6251 2322, email recruitment@portarthur.org.au.

PREMIER AND CABINET

CORPORATE SERVICES DIVISION

Graduate Research Officer, Graduate Program for People with Disabilities (001855).

Applications Close:—Friday, 2 December 2011.

Salary:—\$51,832 – \$62,406 p.a.

Tasmanian State Service Award, Graduate.

Fixed-term full-time (12 months).

Location:—Hobart.

Duties:—Participate in the Graduate Development Program for People with Disabilities, which will include undertaking rotations in up to four business units. Assist in the development of policies and projects across the Department of Premier and Cabinet. This work will involve problem solving, analysis, investigation and research on the broad range of complex issues.

Appropriate tertiary qualifications.

Eligibility requirements in accordance with the approved Graduate Program for People with Disabilities.

Enquiries to Claire Haberle, Senior HR Consultant, Department of Premier and Cabinet, phone (03) 6232 7037, email Claire.Haberle@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.

The Tasmanian Anti-Discrimination Commissioner has granted an exemption in accordance with Section 57 of the Anti-Discrimination Act 1998 for the conduct of this program.

PRIMARY INDUSTRIES, PARKS, WATER AND
ENVIRONMENT

BIOSECURITY AND PRODUCT INTEGRITY

Animal Health and Welfare

Stock Officer (701218).

Applications Close:—Friday, 2 December 2011.

Salary:—\$58,179 – \$67,288 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time from 23/1/12 until 21/9/12, or until the return of the substantive occupant, whichever is the sooner.

Location:—New Town.

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

Duties:—Undertake inspections, testing, certification and provide advice to primary producers and agribusiness, to meet the regulatory requirements of relevant legislation administered by the Department.

Essential Requirements:—A Diploma in Agriculture, or an equivalent qualification, relevant to the nature of the work to be undertaken, as provided by either a university, a vocational education or a registered and accredited training provider. A current motor vehicle driver's licence.

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

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

Enquiries to Rosemary Meissner, phone (03) 6233 6875, email rosemary.meissner@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.

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

RESOURCE MANAGEMENT AND CONSERVATION

Wildlife Management

Save The Tasmanian Devil Program

Utility Officer (Animal Care and Handling) (2 vacancies) (702403 and 702418).

Applications Close:—Friday, 2 December 2011.

Salary:—\$35,511 – \$44,233 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Permanent full-time (working Tuesday to Saturday, but maybe subject to change to fit in with rosters).

Location:—Hobart (702403) and Launceston (702418).

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

Duties:—Provide an efficient and effective animal care and handling support service to the Save the Tasmanian Devil Program within the Wildlife Management Branch.

Essential Requirements:—A current motor vehicle drivers licence.

Desirable Requirements:—Construction experience with appropriate certificates for operation of associated equipment, including chainsaws. Qualifications in zoological sciences and animal handling and husbandry.

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 Jocelyn Hockley, Department of Primary Industries, Parks, Water and Environment, phone 0419 660 171, email Jocelyn.Hockley@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.

PUBLIC TRUSTEE

ADMINISTRATION

Administrative Assistant (791194).

Applications Close:—Friday, 2 December 2011.

Salary:—\$45,823 – \$49,978 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term part-time (0.6 FTE) to September 2012.

Location:—Hobart.

Duties:—As the first point of contact for the Public Trustee the Administrative Assistant provides a professional reception

service to both telephone and face to face clients. This position also provides word processing and routine clerical services to support the management of estates and trusts and contributes to the achievement of team objectives.

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:—crimes involving dishonesty, crimes of violence, serious drug offences, sex related offences.

Desirable Requirements:—The applicant selected for this position will have the ability to use technology, particularly excellent keyboard skills, a high level of oral and written communication skills and appropriate clerical experience and/or skills. This person will have the ability to work effectively either individually or as part of a team, well developed communication and interpersonal skills including the ability to deal with a wide range of people in a sensitive and confidential manner, and the ability to promote excellent client service through identifying and understanding client needs and building effective relationships.

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

Enquiries to Paul Webb, Acting Southern Branch Manager, Public Trustee, G.P.O. Box 1565, Hobart, Tas, 7001, phone 6233 7609, email pwebb@publictrustee.tas.gov.au.

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

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

PUBLIC TRUSTEE

TRUSTEE SERVICES

Client Account Manager (790226).

Applications Close:—Friday, 2 December 2011.

Salary:—\$58,179 – \$67,288 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Hobart.

Duties:—The Client Account Manager is required to manage a complex caseload ensuring that trusts and estates are managed effectively in accordance with relevant legislation, procedural guidelines and client instructions.

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:—crimes involving dishonesty, crimes of violence, serious drug offences and sex related offences.

Shortlisted applicants may be required to undergo a psychometric assessment as part of the selection process.

Desirable Requirements:—Comprehensive knowledge of and substantial experience in the trustee industry or an associated industry. Demonstrated initiative, judgement and discretion, and well developed problem solving and decision making skills. Proven ability to work effectively individually or as an effective team member. High level interpersonal and communication skills or demonstrated stress and time management skills.

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

Enquiries to Paul Webb, Acting Southern Branch Manager, Public Trustee, G.P.O. Box 1565, Hobart, Tas, 7001, phone 6233 7609, email pwebb@publictrustee.tas.gov.au.

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

The Public Trustee is committed to being a competitive, efficient and caring provider of quality, independent, trustee services to the Tasmanian Community.

TASMANIAN AUDIT OFFICE

Reception and Administrative Support Officer (TAO4203).

Applications Close:—Friday, 2 December 2011.

Salary:—\$35,511 – \$44,233 pro rata, per annum.

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term part-time Job share.

Location:—Hobart.

Duties:—Provide a professional reception service for the Office by screening telephone calls and visitors.

Provide routine administrative support, including diary management and travel arrangements.

Assist with the provision of advice, support and assistance on using the electronic document records management system (EDRMS).

Undertake routine services in accordance with predefined procedures including all aspects of file management, information tracking and dispatch services. Includes dispatching reports, newsletters and brochures when required.

Record within the EDRMS the flow of information (inward and outward) in accordance with pre-defined procedures. This includes scanning hard copy inward correspondence and disseminating scanned copy to appropriate recipients and recording and sending electronic outward correspondence after undertaking quality assurance checks.

Assist with maintaining other information systems by either entering or validating data such as entering accounts receivable data into the finance system.

Organise schedules and prepares for meetings, functions, training sessions, seminars including associated room set-up and catering. Assists in collating background material or papers. Maintains meeting rooms and other common use areas to an appropriate standard.

When requested by supervisor, procure stationery and office equipment within financial delegation and undertake regular stock takes of stationery.

Assist operational and administrative staff in compiling and recording material for operational functions.

Assume responsibility for producing and maintaining authentic, accurate and reliable records within organisational recordkeeping requirements.

Undertake other duties within Business Support Services when required to cover staff absences.

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

The following checks are to be conducted—1) Pre-employment checks. Arson and fire setting. Violent 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. Identification check.

Desirable Requirements:—A recognised Certificate III or better qualification related to the responsibilities of the position.

Drivers Licence.

Enquiries to Narelle Absolom, Senior Executive Officer Information Management, Tasmanian Audit Office, G.P.O. Box 851 Hobart 7000, phone (03) 6226 0100, fax (03) 6226 0199, email Narelle.Absolom@audit.tas.gov.au.

Applications to Jess Reardon, Human Resources Consultant, Tasmanian Audit Office, G.P.O. Box 851 Hobart 7000, phone (03) 6226 0100, fax (03) 6226 0199, email Jess.Reardon@audit.tas.gov.au.

All applications must contain a statement of claims against the selection criteria. For advice on how to address the selection criteria please download the applicant information kit.

TREASURY AND FINANCE

REVENUE, GAMING AND LICENSING DIVISION

Revenue Branch

Senior Revenue Officer (724095).

Applications Close:—Friday, 9 December 2011.

Salary:—\$69,753 – \$72,946 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time.

Location:—Hobart.

Duties:—Provide high level support to the Team Leader in the administration of the Duties Act 2001 as it applies to dutiable transactions. Provide advice to clients and staff on the interpretation of relevant taxation legislation and associated rulings and guidelines.

In the context of the selection criteria, to be successful in the position applicants will have:—the ability to apply sound judgement, make informed decisions, interpret legislation and analyse complex documents relevant to the assessment of duty; the ability to assist in the supervision of people in a high pressure work environment with competing administrative priorities and the ability to communicate complex issues to taxpayers and their representatives and to build effective relationships with other teams and ensure appropriate exchange of information.

Desirable Requirements:—Completion or partial completion of relevant tertiary qualifications and/or professional affiliation.

Enquiries to Kyree Gaffney, Team Leader, Revenue Branch, Department of Treasury and Finance, phone (03) 6233 9583, email kyree.gaffney@treasury.tas.gov.au.

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

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

Tasmanian Government — Senior Executive Service

JUSTICE

TASMANIA PRISON SERVICE

Directorate

Director of Prisons (350460).

Applications Close:—Friday, 2 December 2011.

Salary:—\$162,751 – \$179,026 p.a.

Senior Executive, Level 3.

Senior Executive contract position for 5 years.

Location:—Risdon.

Duties:—Manage the Tasmania Prison Service in accordance with the agreed strategic direction and Government policy so that the mission and vision of the Tasmania Prison Service are realised. Work to implement the reform agenda for corrections in Tasmania, including the Breaking the Cycle Strategic Plan for Tasmanian Corrections 2011-2020.

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—Arson and fire setting; Violent crimes and crimes against the person; Sex-related offences; Drug and alcohol related offences; Crimes involving dishonesty; Crimes involving deception; Making false declarations; Malicious damage and destruction to property; Serious traffic offences; Crimes against public order or relating to the Administration of Law and Justice; Crimes against Executive or Legislative Power; Crimes involving Conspiracy. Disciplinary action in previous employment check. Identification check.

Desirable Requirements:—Relevant tertiary qualifications and/or high level skills in contemporary management and

leadership with a proven record in and extensive practical corrections experience at a senior executive level.

Enquiries to Kym Fletcher, EWK International, phone (02) 9858 1264, email ewkaustralia@ewki.com.

Applications to Kym Fletcher, EWK International, phone (02) 9858 1264, email ewkaustralia@ewki.com.

For further background and selection documentation, or to apply, please contact ewkaustralia@ewki.com. If further information is required, please contact Kym Fletcher at EWK International on (02) 9858 1264.

Promotions without Advertising

HEALTH AND HUMAN SERVICES

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

N. Smit.

to perform the duties of Registered Nurse 513488, Registered Nurse Grade 3 Year 1a to Year 7.

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.

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

G. Johannes.

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Staff Movements

Permanent Appointments

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Education	Teacher, Burnie High School	S. Hodgetts	6 months	21.11.11
Health & Human Services	Registered Nurse	S. Debnam	6 months	15.11.11
Health & Human Services	Paramedic	R. Davis	6 months	06.10.11
Infrastructure, Energy & Resources	Technical Officer Asset Management	P. Blackwell	6 months	31.10.11
Justice	Administrative Support Officer	M. Radivojevic	6 months	15.11.11
Premier & Cabinet	Business Consultant, HR Applications	A. Hanly	6 months	18.10.11

Extension or Renewal of Fixed-term Appointments Beyond 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	Senior Scientific Officer	S. Le Roux	12 months	21.02.12

Appointment of Officers

<i>Agency</i>	<i>Officers Name</i>	<i>Duties Assigned</i>	<i>Date of Appointment</i>	<i>Duration</i>
Treasury & Finance	A. Pavlides	Director, Revenue	28.11.11	5 years

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Justice	T. Dwyer	Child Protection Legal Practitioner	20.11.11
Primary Industries, Parks, Water & Environment	J. Jordan	Examiner	17.11.11
Tasmanian Audit Office	R. Clarke	Senior Financial Auditor	31.08.11
Tasmanian Audit Office	M. Poxon	Manager Financial Audit Services	19.10.11

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Cleaner	C. Donohue	12.11.11
Justice	Clerk	J. Hall	18.11.11

Resignation of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	Coordinator Client Management	J. Wyszowski	23.11.11
Economic Development, Tourism & the Arts	Athlete Administration Officer	C. Deavin	18.11.11
Health & Human Services	ADON Clinical Services Medicine	A. Wales	11.11.11
Health & Human Services	Physiotherapist - Cardiac Rehab	M. Bushby	22.10.11
Health & Human Services	Registered Nurse	R. Laud	12.11.11
Health & Human Services	Business Support Officer	P. O'Malley	15.11.11
Health & Human Services	Team Leader-Alcohol & Drug South	M. Bain	09.11.11
Health & Human Services	Food Services Officer	J. Hales	11.11.11
Health & Human Services	Youth Worker AYDC	L. Goodyear	14.11.11
Health & Human Services	Laboratory Technician	A. Durie	13.11.11
Primary Industries, Parks, Water & Environment	Client Service Officer	D. Priest	18.11.11



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