



# TASMANIAN STATE SERVICE NOTICES

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

## Vacancies—General Information

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

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

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

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

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

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

### *Further Information*

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

### *Submission of Applications*

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

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

### *Fixed-Term Appointment*

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

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

### *Fixed-Term Employment Registers*

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

## Tasmanian Government Gazette.

Email text copy to.

**govt.gazette@thepat.com.au.**

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

### State Service Notices.

#### Vacancy, Direct Selection and Staff Movement Notices.

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

#### Order Information.

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

#### Deadlines.

*Government Gazette* :—.

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

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

**Deadlines will be strictly adhered to.**

**Subscription or account enquiries phone (03) 6233 3148**

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

CULTURE, RECREATION AND SPORT

*Tasmanian Museum and Art Gallery*

#### Visitor Services Team Leader (Generic).

Applications Close:—Friday, 9 December 2011.

Salary:—\$51,832 – \$56,418 p.a..

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—Hobart.

Duties:—To assist and support the Customer Service Manager in;

Leading and supporting a team of Gallery Attendant staff in ensuring the security of the museum buildings and its collections.

Assisting visitors in their use of the buildings and their facilities.

Attending to the cleanliness and upkeep of the museum and its surrounds.

Managing and developing records, rosters, reports and necessary administration duties attached to the position.

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

Desirable Requirements:—Prior experience in a similar role.

Enquiries to Peter West, Deputy Director Public Programs, Department of Economic Development, Tourism and the Arts, phone (03) 6211 4140, email **Peter.West@tmag.tas.gov.au**.



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Applications to Justine McGuire, Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart TAS 7001, phone (03) 6233 9664, 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

### CORPORATE SERVICES

#### *Facility Services*

#### ***Education Facility Attendant (Level 4) (968206).***

Applications Close:—Friday, 9 December 2011.

Salary:—\$42,608 – \$56,243 p.a..

Miscellaneous Workers (Public Sector) Award, Education Facility Attendant, Level 4.

Permanent full-time.

Location:—North.

Duties:—Perform the full range of cleaning, groundskeeping duties and/or kitchen assistant duties and, in addition, undertake duties which contribute, at a high level to assist in the efficient operation of the Campus.

Under limited supervision, may supervise staff engaged in routine cleaning, groundskeeping and/or kitchen assistant duties.

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

Desirable Requirements:—To have completed a recognised training program/s in the areas covered by the assigned primary duties. Fork lift licence. First aid certificate.

Enquiries to Michael O'Toole, Facilities Co-ordinator, Facility Maintenance, Department of Education, phone (03) 6336 4301, email michael.otoole@education.tas.gov.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](http://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

### LEARNING SERVICES

#### *Learning Services (North-West)*

#### Devonport High School

#### ***Teacher, Maths/Science, Devonport High School (957035).***

Applications Close:—Friday, 9 December 2011.

Salary:—\$56,436 – \$82,533 p.a..

Teaching Service (TPS) Award, Teacher.

Permanent full-time from 13 February 2012.

Location:—Devonport High School.

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

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

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

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

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

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North-West)*

#### Student Support

#### ***School Psychologist, Student Support (North-West)—2 Vacancies.***

Applications Close:—Friday, 9 December 2011.

Salary:—\$56,436 – \$82,533 pro rata, per annum.

Teaching Service (TPS) Award, School Psychologist.

Vacancy No. L950954.

Fixed-term part-time up to 70 hours per fortnight from 13 February 2012 to 21 December 2012.

Location:—Student Support (North-West).

Vacancy No. 958019.

Fixed-term part-time up to 70 hours per fortnight from 13 February 2012 to 21 December 2012.

Location:—Student Support (North-West).

Description of the Role:—Work in schools as a member of a multi-disciplinary Learning Service Support Team to provide a child and adolescent psychological service which supports students and families. Contribute to capacity building of school communities to improve access, participation and achievement of students.

Essential Requirements:—Must be registered by the Psychology Board of Australia under the Health Practitioner Regulation National Law (Tasmania), or Possession of a degree with a fourth year qualification in Psychology which will enable registration following two years of supervised practice as a School Psychologist. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

Desirable Requirements:—A current driver's licence.

Eligible for membership of the Australian Psychological Society.

Qualifications as established by the Tasmanian Industrial Commission in the Teaching Service (Tasmanian Public Sector) Award.

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 Sally Rayner, Department of Education, phone (03) 6425 1433, email sally.rayner@education.tas.gov.au.

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

## EDUCATION

### LEARNING SERVICES

*Learning Services (South)*

Southern Support School

#### ***Education Facility Attendant, Southern Support School (954323).***

Applications Close:—Friday, 9 December 2011.

Salary:—\$36,063 – \$41,039 p.a..

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

Permanent full-time from 30 January 2012.

Location:—Southern Support School.

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

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

appointment, promotion or transfer. The following checks are to be conducted: conviction check for—crimes of violence, Sex related offences, Serious drug offences.

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

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

Enquiries to Robyn Schreck, Department of Education, phone (03) 6233 2100, email robyn.schreck@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-East)*

Howrah Primary School

#### ***Education Facility Attendant, Howrah Primary School (954738).***

Applications Close:—Friday, 9 December 2011.

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

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

Permanent part-time 69 hours per fortnight.

Location:—Howrah Primary School.

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

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

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

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

Enquiries to Gill Austin, Department of Education, phone (03) 6233 8090, email gill.austin@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

## POST-YEAR 10

*Tasmanian Polytechnic*

## Workforce Sector Leader North

**Teacher (Arts Administration) (966992, 966995).**

Applications Close:—Friday, 9 December 2011.

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

Polytechnic and Skills Institute Teaching Staff Award, Band 1.

Permanent part-time 0.3 FTE, 21 hours per fortnight.

Location:—North.

Duties:—Responsible to the designated Workforce Learning Leader for teaching and co-ordination duties as may be required within the specified industry sector area(s).

Essential Requirements:—Relevant post-secondary educational qualification.

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

The Commissioner has determined that the person nominated for this position is to satisfy a 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](mailto: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](http://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](mailto: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 North

**Teacher (Community Services) (966999).**

Applications Close:—Friday, 9 December 2011.

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

Polytechnic and Skills Institute Teaching Staff Award, Band 1.

Permanent part-time 0.6 FTE, 42 hours per fortnight.

Location:—North.

Duties:—Responsible to the designated Workforce Learning Leader for teaching and co-ordination duties as may be required within the specified industry sector area(s).

The Community and Children's Services team delivers training in all sectors of Community Services work including disability, children's services and education support.

Essential Requirements:—Relevant post-secondary educational qualification.

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

The Commissioner has determined that the person nominated for this position is to satisfy a 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](mailto: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](http://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](mailto:recruitment@sharedservices.tas.edu.au).

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## EDUCATION

## POST-YEAR 10

*Tasmanian Polytechnic*

## Workforce Sector Leader North

**Teacher (Connect, Youth and Adult)—3 Vacancies.**

Applications Close:—Friday, 9 December 2011.

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

Polytechnic and Skills Institute Teaching Staff Award, Band 1.

Vacancy No. 967663.

Permanent part-time 0.5 FTE, 35 hours per fortnight.

Location:—North.

Vacancy No. 966998.

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

Location:—North.

Vacancy No. 966736.

Permanent part-time 0.6 FTE, 42 hours per fortnight.

Location:—North.

Duties:—Responsible to the designated Workforce Learning Leader for teaching and co-ordination duties as may be required within the specified industry sector area(s).

This delivery team supports students with challenges to transition into mainstream VET programs.

**Essential Requirements:**—Relevant post-secondary educational qualification.

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

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

Enquiries to Susie Aulich, Workforce Learning Leader, Tasmanian Polytechnic, Department of Education, phone (03) 6336 2707, email [susie.aulich@polytechnic.tas.edu.au](mailto:susie.aulich@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](http://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](mailto:recruitment@sharedservices.tas.edu.au).

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#### EDUCATION

##### POST-YEAR 10

*Tasmanian Polytechnic*

Workforce Sector Leader North

#### **Teacher (Construction) (966979).**

Applications Close:—Friday, 9 December 2011.

Salary:—\$53,229 – \$82,533 p.a.

Polytechnic and Skills Institute Teaching Staff Award, Band 1.

Permanent full-time.

Location:—North.

Duties:—Responsible to the designated Workforce Learning Leader for teaching and co-ordination duties as may be required within the specified industry sector area(s).

The suitable applicant would be required to have a relevant trade qualification and broad experience across a wide range of aspects of the construction and building industry.

**Essential Requirements:**—Relevant post-secondary educational qualification.

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

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

Enquiries to Michael Higgins, Workforce Sector Leader, Tasmanian Polytechnic, Department of Education, phone (03) 6336 2737, email [michael.higgins@polytechnic.tas.edu.au](mailto:michael.higgins@polytechnic.tas.edu.au).

Please note: to be considered for an interview an applicant must address each of the selection criteria, outlined in the Statement of Duties. The Job Kit for this position can be downloaded from [www.jobs.tas.gov.au](http://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](mailto:recruitment@sharedservices.tas.edu.au).

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.

#### EDUCATION

##### POST-YEAR 10

*Tasmanian Polytechnic*

Workforce Sector Leader North

#### **Teacher (Hair and Beauty) (966722, 966723, 966725, 966729).**

Applications Close:—Friday, 9 December 2011.

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

Polytechnic and Skills Institute Teaching Staff Award, Band 1.

Permanent part-time 0.5 FTE, 35 hours per fortnight.

Location:—North.

Duties:—Responsible to the designated Workforce Learning Leader for teaching and co-ordination duties as may be required within the specified industry sector area(s).

**Essential Requirements:**—Relevant post-secondary educational qualification.

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

The Commissioner has determined that the person nominated for this position is to satisfy a 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](mailto: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](http://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](mailto:recruitment@sharedservices.tas.edu.au).

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## EDUCATION

### POST-YEAR 10

*Tasmanian Polytechnic*

Workforce Sector Leader North

#### **Teacher (Hospitality and Cookery) (968268).**

Applications Close:—Friday, 9 December 2011.

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

Polytechnic and Skills Institute Teaching Staff Award, Band 1.

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

Location:—North.

Duties:—Responsible to the designated Workforce Learning Leader for teaching and co-ordination duties as may be required within the specified industry sector area(s).

The Tourism and Hospitality team delivers training in a variety of areas such as Food and Beverage, Food preparation, Cookery, Tourism, Guiding, Housekeeping, Accommodation Services and short courses.

Essential Requirements:—Relevant post-secondary educational qualification.

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

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

Enquiries to Bronwyn Hannan, Workforce Learning Leader, Tasmanian Polytechnic, Department of Education, phone (03) 6336 2588, mobile 0428 328 297, email [bronwyn.hannan@polytechnic.tas.edu.au](mailto:bronwyn.hannan@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](http://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](mailto:recruitment@sharedservices.tas.edu.au).

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

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## EDUCATION

### POST-YEAR 10

*Tasmanian Polytechnic*

Workforce Sector Leader North

#### **Teacher (Hospitality and Tourism) (967296).**

Applications Close:—Friday, 9 December 2011.

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

Polytechnic and Skills Institute Teaching Staff Award, Band 1.

Permanent part-time 0.6 FTE, 42 hours per fortnight.

Location:—North.

Duties:—Responsible to the designated Workforce Learning Leader for teaching and co-ordination duties as may be required within the specified industry sector area(s).

The Tourism and Hospitality team delivers training in a variety of areas such as Food and Beverage, Food preparation, Cookery, Tourism, Guiding, Housekeeping, Accommodation Services and short courses.

Essential Requirements:—Relevant post-secondary educational qualification.

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

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

Enquiries to Bronwyn Hannan, Workforce Learning Leader, Tasmanian Polytechnic, Department of Education, phone (03) 6336 2588, mobile 0428 328 297, email [bronwyn.hannan@polytechnic.tas.edu.au](mailto:bronwyn.hannan@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](http://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](mailto:recruitment@sharedservices.tas.edu.au).

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## EDUCATION

## POST-YEAR 10

*Tasmanian Polytechnic*

## Workforce Sector Leader North

**Teacher (Literacy and Numeracy) (967019).**

Applications Close:—Friday, 9 December 2011.

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

Polytechnic and Skills Institute Teaching Staff Award, Band 1.

Permanent part-time 0.7 FTE, 49 hours per fortnight.

Location:—North.

Duties:—Responsible to the designated Workforce Learning Leader for teaching and co-ordination duties as may be required within the specified industry sector area(s).

This delivery team supports students with their literacy and numeracy needs either in transition or while undertaking mainstream VET programs.

Essential Requirements:—Relevant post-secondary educational qualification.

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

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

Enquiries to John Truscott, Workforce Learning Leader, Tasmanian Polytechnic, Department of Education, phone (03) 6336 2722, email john.truscott@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](http://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](mailto:recruitment@sharedservices.tas.edu.au).

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## EDUCATION

## POST-YEAR 10

*Tasmanian Polytechnic*

## Workforce Sector Leader North

**Teacher (Metals) (966989).**

Applications Close:—Friday, 9 December 2011.

Salary:—\$53,229 – \$82,533 p.a.

Polytechnic and Skills Institute Teaching Staff Award, Band 1.

Permanent full-time.

Location:—North.

Duties:—Responsible to the designated Workforce Learning Leader for teaching and co-ordination duties as may be required within the specified industry sector area(s).

The suitable applicant would be required to have a relevant trade qualification and a solid background in all facets of welding and it would be desirable to have some Fitting and Machining qualifications. It would also be desirable to be a Work Cover registered assessor (for assessing licenced units).

Essential Requirements:—Relevant post-secondary educational qualification.

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

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

Enquiries to Michael Higgins, Workforce Sector Leader, Tasmanian Polytechnic, Department of Education, phone (03) 6336 2737, email [michael.higgins@polytechnic.tas.edu.au](mailto:michael.higgins@polytechnic.tas.edu.au).

Please note: to be considered for an interview an applicant must address each of the selection criteria, outlined in the Statement of Duties. The Job Kit for this position can be downloaded from [www.jobs.tas.gov.au](http://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](mailto:recruitment@sharedservices.tas.edu.au).

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## EDUCATION

## POST-YEAR 10

*Tasmanian Polytechnic*

## Workforce Sector Leader North

**Teacher (Primary Industries) (967173).**

Applications Close:—Friday, 9 December 2011.

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

Polytechnic and Skills Institute Teaching Staff Award, Band 1.

Permanent part-time 0.5 FTE, 35 hours per fortnight.

Location:—North.

Duties:—Responsible to the designated Workforce Learning Leader for teaching and co-ordination duties as may be required within the specified industry sector area(s).

Primary Industries delivers training in Horticulture, Agriculture and associated industries.

Essential Requirements:—Relevant post-secondary educational qualification.

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

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

Enquiries to Robyn Spalding, Workforce Learning Leader, Tasmanian Polytechnic, Department of Education, phone (03) 6336 4294, email [robyn.spalding@polytechnic.tas.edu.au](mailto:robyn.spalding@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](http://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](mailto:recruitment@sharedservices.tas.edu.au).

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## EDUCATION

### POST-YEAR 10

*Tasmanian Polytechnic*

Workforce Sector Leader South

#### **Teacher (Automotive) (967116).**

Applications Close:—Friday, 9 December 2011.

Salary:—\$53,229 – \$82,533 p.a..

Polytechnic and Skills Institute Teaching Staff Award, Band 1.

Permanent full-time.

Location:—South.

Duties:—Responsible to the designated Workforce Learning Leader for teaching and co-ordination duties as may be required within the specified industry sector area(s).

Essential Requirements:—Relevant post-secondary educational qualification.

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

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

Enquiries to Andrew Harris, Workforce Learning Leader, Tasmanian Polytechnic, Department of Education, phone (03) 6233 3256, email [andrew.b.harris@education.tas.gov.au](mailto:andrew.b.harris@education.tas.gov.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](http://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](mailto:recruitment@sharedservices.tas.edu.au).

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## EDUCATION

### POST-YEAR 10

*Tasmanian Polytechnic*

Workforce Sector Leader South

#### **Teacher (Automotive/Motorbody) (966985).**

Applications Close:—Friday, 9 December 2011.

Salary:—\$53,229 – \$82,533 p.a..

Polytechnic and Skills Institute Teaching Staff Award, Band 1.

Permanent full-time.

Location:—South.

Duties:—Responsible to the designated Workforce Learning Leader for teaching and co-ordination duties as may be required within the specified industry sector area(s).

Essential Requirements:—Relevant post-secondary educational qualification.

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

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

Enquiries to Philip Terry, Workforce Learning Leader, Tasmanian Polytechnic, Department of Education, phone (03) 6245 8065, email [philip.terry@education.tas.gov.au](mailto:philip.terry@education.tas.gov.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](http://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](mailto:recruitment@sharedservices.tas.edu.au).

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## EDUCATION

## POST-YEAR 10

*Tasmanian Polytechnic*

## Workforce Sector Leader South

**Teacher (Bricklaying) (967130).**

Applications Close:—Friday, 9 December 2011.

Salary:—\$53,229 – \$82,533 p.a..

Polytechnic and Skills Institute Teaching Staff Award, Band 1.

Permanent full-time.

Location:—South.

Duties:—Responsible to the designated Workforce Learning Leader for teaching and co-ordination duties as may be required within the specified industry sector area(s).

Essential Requirements:—Relevant post-secondary educational qualification.

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

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

Enquiries to Philip Terry, Workforce Learning Leader, Tasmanian Polytechnic, Department of Education, phone (03) 6245 8065, email philip.terry@education.tas.gov.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](http://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](mailto:recruitment@sharedservices.tas.edu.au).

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## EDUCATION

## POST-YEAR 10

*Tasmanian Polytechnic*

## Workforce Sector Leader South

**Teacher (Business/Finance) (967557).**

Applications Close:—Friday, 9 December 2011.

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

Polytechnic and Skills Institute Teaching Staff Award, Band 1.

Permanent part-time 0.6 FTE, 42 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 industry sector area(s).

Qualifications in and membership of a professional association in the field of bookkeeping or accounting is considered desirable for this position.

Essential Requirements:—Relevant post-secondary educational qualification.

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

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

Enquiries to Fiona Smith, Workforce Learning Leader, Tasmanian Polytechnic, Department of Education, phone (03) 6233 7376, email [fiona.smith@polytechnic.tas.edu.au](mailto:fiona.smith@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](http://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](mailto:recruitment@sharedservices.tas.edu.au).

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## EDUCATION

## POST-YEAR 10

*Tasmanian Polytechnic*

## Workforce Sector Leader South

**Teacher (Construction) (967129).**

Applications Close:—Friday, 9 December 2011.

Salary:—\$53,229 – \$82,533 p.a..

Polytechnic and Skills Institute Teaching Staff Award, Band 1.

Permanent full-time.

Location:—South.

Duties:—Responsible to the designated Workforce Learning Leader for teaching and co-ordination duties as may be required within the specified industry sector area(s).

Essential Requirements:—Relevant post-secondary educational qualification.

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

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

Enquiries to Philip Terry, Workforce Learning Leader, Tasmanian Polytechnic, Department of Education, phone (03) 6245 8065, email [philip.terry@education.tas.gov.au](mailto:philip.terry@education.tas.gov.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](http://www.jobs.tas.gov.au).

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## EDUCATION

### POST-YEAR 10

#### *Tasmanian Polytechnic*

#### Workforce Sector Leader South

#### **Teacher (Hair and Beauty)—3 Vacancies.**

Applications Close:—Friday, 9 December 2011.

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

Polytechnic and Skills Institute Teaching Staff Award, Band 1.

Vacancy No. 966975.

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

Location:—South.

Vacancy No. 966976.

Permanent part-time 0.6 FTE, 42 hours per fortnight.

Location:—South.

Vacancy No. 966977.

Permanent part-time 0.6 FTE, 42 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 industry sector area(s).

Essential Requirements:—Relevant post-secondary educational qualification.

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

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

Enquiries to Vicki Cleaver, Workforce Learning Leader, Tasmanian Polytechnic, Department of Education, phone (03) 6233 7395, email [vicki.cleaver@polytechnic.tas.edu.au](mailto:vicki.cleaver@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](http://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](mailto:recruitment@sharedservices.tas.edu.au).

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## EDUCATION

### POST-YEAR 10

#### *Tasmanian Polytechnic*

#### Workforce Sector Leader South

#### **Teacher (Information Technology) (967162, 967504).**

Applications Close:—Friday, 9 December 2011.

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

Polytechnic and Skills Institute Teaching Staff Award, Band 1.

Permanent part-time 0.6 FTE, 42 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 industry sector area(s).

Essential Requirements:—Relevant post-secondary educational qualification.

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

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

Enquiries to Kerryn Meredith-Sotiris, Workforce Learning Leader, Tasmanian Polytechnic, Department of Education, phone (03) 6233 7438, email [kerryn.meredith-sotiris@education.tas.gov.au](mailto:kerryn.meredith-sotiris@education.tas.gov.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](http://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](mailto:recruitment@sharedservices.tas.edu.au).

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## EDUCATION

### POST-YEAR 10

#### *Tasmanian Polytechnic*

#### Workforce Sector Leader South

#### **Teacher (Literacy and Numeracy) (966829, 966983, 968265).**

Applications Close:—Friday, 9 December 2011.

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

Polytechnic and Skills Institute Teaching Staff Award, Band 1.

Permanent part-time 0.5 FTE, 35 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 industry sector area(s).

This delivery team supports students with their literacy and numeracy needs either in transition or while undertaking mainstream VET programs. These roles include numeracy support and delivery.

Essential Requirements:—Relevant post-secondary educational qualification.

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

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

Enquiries to Patricia Hopwood-Wade, Workforce Learning Leader, Tasmanian Polytechnic, Department of Education, phone (03) 6233 7323, email [patricia.hopwood-wade@polytechnic.tas.edu.au](mailto:patricia.hopwood-wade@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](http://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](mailto:recruitment@sharedservices.tas.edu.au).

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## EDUCATION

### POST-YEAR 10

#### *Tasmanian Polytechnic*

#### Workforce Sector Leader South

#### **Teacher (Metals) (967117).**

Applications Close:—Friday, 9 December 2011.

Salary:—\$53,229 – \$82,533 p.a..

Polytechnic and Skills Institute Teaching Staff Award, Band 1.

Permanent full-time.

Location:—South.

Duties:—Responsible to the designated Workforce Learning Leader for teaching and co-ordination duties as may be required within the specified industry sector area(s).

Essential Requirements:—Relevant post-secondary educational qualification.

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

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

Enquiries to Andrew Harris, Workforce Learning Leader, Tasmanian Polytechnic, Department of Education, phone (03) 6233 3256, email [andrew.b.harris@education.tas.gov.au](mailto:andrew.b.harris@education.tas.gov.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](http://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](mailto:recruitment@sharedservices.tas.edu.au).

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## EDUCATION

### POST-YEAR 10

#### *Tasmanian Polytechnic*

#### Workforce Sector Leader South

#### **Teacher (Painting and Decorating) (967131).**

Applications Close:—Friday, 9 December 2011.

Salary:—\$53,229 – \$82,533 p.a..

Polytechnic and Skills Institute Teaching Staff Award, Band 1.

Permanent full-time.

Location:—South.

**Duties:**—Responsible to the designated Workforce Learning Leader for teaching and co-ordination duties as may be required within the specified industry sector area(s).

**Essential Requirements:**—Relevant post-secondary educational qualification.

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

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

Enquiries to Philip Terry, Workforce Learning Leader, Tasmanian Polytechnic, Department of Education, phone (03) 6245 8065, email philip.terry@education.tas.gov.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](http://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](mailto: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 North West

#### **Teacher (Automotive) (966277, 966692).**

Applications Close:—Friday, 9 December 2011.

Salary:—\$53,229 – \$82,533 p.a..

Polytechnic and Skills Institute Teaching Staff Award, Band 1.

Permanent full-time.

Location:—North West.

**Duties:**—Responsible to the designated Workforce Learning Leader for teaching and co-ordination duties as may be required within the specified industry sector area(s).

The suitable applicant would be required to have a relevant trade qualification in the Automotive industry.

**Essential Requirements:**—Relevant post-secondary educational qualification.

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

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

Enquiries to Phillip Holbrook, Learning Leader, Tasmanian Polytechnic, Department of Education, phone (03) 6421 5515, email [phillip.holbrook@polytechnic.tas.edu.au](mailto:phillip.holbrook@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](http://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](mailto:recruitment@sharedservices.tas.edu.au).

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## EDUCATION

### POST-YEAR 10

*Tasmanian Polytechnic*

Workforce Sector Leader North West

#### **Teacher (Children/Community Services)—3 Vacancies.**

Applications Close:—Friday, 9 December 2011.

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

Polytechnic and Skills Institute Teaching Staff Award, Band 1.

Vacancy No. 967000.

Permanent part-time 0.8 FTE 56 hours per fortnight.

Location:—North West.

Vacancy No. 967915.

Permanent part-time 0.6 FTE 42 hours per fortnight.

Location:—North West.

Vacancy No. 967038.

Permanent part-time 0.5 FTE 35 hours per fortnight.

Location:—North West.

**Duties:**—Responsible to the designated Workforce Learning Leader/s for teaching and co-ordination duties as may be required within the specified industry sector area(s).

Qualifications in Community Services and or Children's Services and relevant industry experience.

Community Services experience includes community development, disability and youth.

Children's Services experience includes long day care, family based care, in home care, outside school hours care and vocation care.

**Essential Requirements:**—Relevant post-secondary educational qualification.

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

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

Enquiries to Sandra Templar, Workforce Learning Leader, Tasmanian Polytechnic, Department of Education, mobile 043 864 2155, email [Sandra.Templar@polytechnic.tas.edu.au](mailto:Sandra.Templar@polytechnic.tas.edu.au) or Helen Pratt, Workforce Learning Leader, Tasmanian Polytechnic, Department of Education, mobile 0419 395 621, email [helen.pratt@education.tas.gov.au](mailto:helen.pratt@education.tas.gov.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](http://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](mailto:recruitment@sharedservices.tas.edu.au).

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#### EDUCATION

##### POST-YEAR 10

##### *Tasmanian Polytechnic*

##### Workforce Sector Leader North West

#### **Teacher (Construction) (966704).**

Applications Close:—Friday, 9 December 2011.

Salary:—\$53,229 – \$82,533 p.a..

Polytechnic and Skills Institute Teaching Staff Award, Band 1.

Permanent full-time.

Location:—North West.

Duties:—Responsible to the designated Workforce Learning Leader for teaching and co-ordination duties as may be required within the specified industry sector area(s).

The suitable applicant would be required to have a relevant trade qualification in the Construction industry.

Essential Requirements:—Relevant post-secondary educational qualification.

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

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

Enquiries to Phillip Holbrook, Learning Leader, Tasmanian Polytechnic, Department of Education, phone (03) 6421 5515, email [phillip.holbrook@polytechnic.tas.edu.au](mailto:phillip.holbrook@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](http://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](mailto:recruitment@sharedservices.tas.edu.au).

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#### EDUCATION

##### POST-YEAR 10

##### *Tasmanian Polytechnic*

##### Workforce Sector Leader North West

#### **Teacher (Motorbody) (966984).**

Applications Close:—Friday, 9 December 2011.

Salary:—\$53,229 – \$82,533 p.a..

Polytechnic and Skills Institute Teaching Staff Award, Band 1.

Permanent full-time.

Location:—North West.

Duties:—Responsible to the designated Workforce Learning Leader for teaching and co-ordination duties as may be required within the specified industry sector area(s).

The suitable applicant would be required to have a relevant trade qualification in the Motorbody industry.

Essential Requirements:—Relevant post-secondary educational qualification.

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

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

Enquiries to Phillip Holbrook, Learning Leader, Tasmanian Polytechnic, Department of Education, phone (03) 6421 5515, email [phillip.holbrook@polytechnic.tas.edu.au](mailto:phillip.holbrook@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](http://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](mailto:recruitment@sharedservices.tas.edu.au).

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

## AMBULANCE TASMANIA

**Duty Manager, Communications (520468).**

Applications Close:—Friday, 9 December 2011.

Salary:—\$75,145 p.a..

Tasmanian Ambulance Service Award, Ambulance Manager, Level 1.

Permanent full-time shift worker (fully rotational).

Location:—Hobart.

Duties:—Providing direction and supervision to a small team of communication officers, ensuring services comply with national standards and operational policies. Allocating and monitoring resources to meet service priorities. Reporting regularly to the Manager State Communications in relation to service activities, performance of the team and issues which may impact on the team's ability to deliver services.

Essential Requirements:—Holds a Bachelor of Paramedic Science or other qualification approved by the Service and relevant work experience with an additional qualification in management or equivalent.

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, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Brendan Smith, Department of Health and Human Services, phone (03) 6211 7238, email [brendan.smith@dhhs.tas.gov.au](mailto:brendan.smith@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, Tasmania, 7001.

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## HEALTH AND HUMAN SERVICES

## NORTH WEST AREA HEALTH SERVICE

**Aged Care Assessment Team (ACAT) Assessor (520186).**

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.

Fixed-term casual day work, working as and when required to commence as soon as possible for six months.

Location:—Aged Care Assessment Team.

Duties:—The North West Area Health Service, based on the north west coast of Tasmania is seeking to recruit a Fixed-term casual Aged Care Assessment Team Assessor (ACAT) to provide relief during periods of increased workload and cover leave requirements of the staff of the ACAT.

You will be expected to work as a member of a multi disciplinary team and will be a motivated and enthusiastic self-starter. Your primary focus will be to assess the needs of older persons and appropriate younger people with disabilities and their carers, and determine appropriate community and residential services for them.

Specifically you will conduct a comprehensive assessment of the restorative, physical, medical, psychological, cultural and social needs of people referred to the Aged Care Assessment Team, which includes liaising and consulting with other Aged Care Assessment Team members, medical personnel, carers and service providers to justify appropriate care options for clients.

It is expected that you will work autonomously and in collaboration with all members of the health care team, undertaking a co-ordination role during the assessment process.

You will have well developed written and interpersonal communication skills and the ability to foster positive relationships with your clients. This position works across the north west coast as required, with Ulverstone as your base.

We will offer you access to salary packaging and a supportive and welcoming work environment.

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.

Current Driver's 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, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Kylie Wood, Department of Health and Human Services, phone (03) 6429 8400, email [Kylie.Wood@dhhs.tas.gov.au](mailto:Kylie.Wood@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, Tasmania, 7315 or email [rlo.nwahs@dhhs.tas.gov.au](mailto:rlo.nwahs@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

## NORTH WEST AREA HEALTH SERVICE

**Property Officer (514771).**

Applications Close:—Friday, 9 December 2011.

Salary:—\$57,401 – \$66,374 p.a..

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

Fixed-term full-time day work, commencing as soon as possible for two years. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Mersey Community Hospital/North West Regional Hospital.

Duties:—The North West Area Health Service is seeking to recruit a Property Officer to manage residential accommodation at the North West Regional Hospital Burnie (both hospital owned and leased) and the Mersey Community Hospital.

Primarily the Property Officer will be responsible for providing advice on the development and management of North West Area Health Services accommodation portfolio and overseeing accommodation contracts, including monitoring of performance and resolving issues with providers and tenants.

An important aspect of this position is the ability to liaise and negotiate with real estate companies and the private sector in obtaining suitable accommodation and signing of relevant contracts, therefore the ideal applicant should have extensive property management experience.

A demonstrated ability to apply expert knowledge for creating efficiencies within the property portfolio is essential as the Property Officer will be required to provide specialist advice and recommendations to the Team Leader, Medical Staffing for the effective management of residential accommodation for the North West Area Health Service.

Desirable Requirements:—Driver's License.

Enquiries to Melissa Richards, Department of Health and Human Services, phone (03) 6490 8963, email [Melissa.Richards@dhhs.tas.gov.au](mailto:Melissa.Richards@dhhs.tas.gov.au).

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

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#### HEALTH AND HUMAN SERVICES

##### NORTH WEST AREA HEALTH SERVICE

###### *Mersey Community Hospital*

#### ***Clinical Nurse Extended Care Midwife and Lactation Consultant (519353).***

Applications Close:—Friday, 9 December 2011.

Salary:—\$50,761 – \$70,230 pro rata, per annum.

Nurses (TPS) Award, Registered Nurse, Grade 3, Year 1a to Grade 4, Year 2.

Permanent part-time shift worker (fully rotational) working 32 hours per fortnight.

Location:—Mersey Community Hospital.

Please Note the access to the Grade 4 salary range \$68,67- \$71,791 is subject to successful application for progression to Grade 4.

Duties: The North West Area Health Service is seeking to recruit a Clinical Nurse Extended Care Midwife and Lactation Consultant to the midwifery team at the Mersey Community Hospital's Women and Children's Unit on Tasmania's north west coast.

In collaboration with other Clinical Nurses, you will develop and evaluate patient care guidelines relating to breast-feeding and provide a high standard of individualised patient care within the hospital and community settings.

You will also undertake clinical teaching of Registered Midwives/Nurses, medical students and the Antenatal Breastfeeding workshops for mothers/families.

Education is a key component of this position and you will be expected to initiate, support and participate in nursing research activities and act as a clinical resource person, making recommendations and providing advice in matters relating to lactation services and issues.

You will participate in the provision of a Lactation Service Clinic for mothers with more complex lactation issues in the antenatal and post partum period. Another fundamental task of the role is to promote and support breastfeeding in the community by liaising with health professionals and breastfeeding support groups.

We will provide you with access to salary packaging, a supportive and welcoming environment and the opportunity to join a compassionate and stable health care team, focused on holistic midwifery care.

Desirable: A current Tasmanian drivers licence.

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, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Karen Kruit, Department of Health and Human Services, phone (03) 6426 5420, email [karen.kruit@dhhs.tas.gov.au](mailto:karen.kruit@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, Tasmania, 7315 or email [rlo.nwahs@dhhs.tas.gov.au](mailto:rlo.nwahs@dhhs.tas.gov.au).

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#### HEALTH AND HUMAN SERVICES

##### NORTH WEST AREA HEALTH SERVICE

###### *Mersey Community Hospital*

#### ***Registered Nurse, (Multiple Positions) (514604).***

Applications Close:—Friday, 23 December 2011.

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

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

Permanent full-time and part-time shift work (fully rotational) positions available. Notwithstanding, hours per fortnight may be negotiated with the successful applicants.

Location:—Mersey Community Hospital.

Duties:—Are you looking for a change in direction in your nursing career? Do you like the thought of living on Tasmania's stunning North West coast? This could be your opportunity.

The North West Area Health Service is seeking to recruit motivated and enthusiastic registered nurses to work within the Operating Theatre of the Mersey Community Hospital. Our Theatre provides the following surgical procedures, ophthalmology, ENT, dental, endoscopy, gynaecology, general and also urology and some obstetrics.

Ideally, you will have previous operating theatre experience however we also welcome interest from nurses who are seeking to focus their career within this field. You will be passionate about providing the greatest quality of care to patients of our department, ensuring that you collaborate with members of the Operating Theatre and other health team members for their clinical care. Your excellent communication and interpersonal skills will ensure that patients, their families and other health clinicians are kept informed and respond appropriately for the benefit of the patient.

You will be joining a dynamic, interactive and friendly team, who are always keen to support each other to ensure the department remains the centre of excellence for Day Surgery. To this end, you will contribute to our diversity and will assist with promoting respect, safety and quality, excellence and integrity.

We support the requirement for your education and upskilling as we value the additional benefits that this will bring to the Theatre team. We pride ourselves on being family friendly and encourage flexibility and a life/work balance. Full or part-time shift work with on-call may be negotiated.

The Mersey Community Hospital is located in the historic town of Latrobe, which is in close proximity to some of Tasmania's famous national parks and scenic beach locations. You can have the best of both worlds with this position.

We will offer you an excellent salary plus superannuation with access to salary packaging and a supportive work environment. Negotiable relocation assistance may be offered.

To find out more about this opportunity please call Grace Kamphuis on (03) 6426 5206 or email [grace.kamphuis@dhhs.tas.gov.au](mailto:grace.kamphuis@dhhs.tas.gov.au).

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, crimes involving dishonesty and serious traffic offences. 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, Tasmania, 7315 or email: [rlo.nwahs@dhhs.tas.gov.au](mailto:rlo.nwahs@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

### NORTH WEST AREA HEALTH SERVICE

#### *Mersey Community Hospital*

#### **Registered Nurse/Midwife (Multiple Positions) (515023).**

Applications Close:—Friday, 23 December 2011.

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

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

Fixed-term full-time and part-time positions available, shift work (fully rotational) for two years commencing as soon as possible.

Location:—Mersey Community Hospital.

Duties:—A fantastic midwifery career, a sensational location, what more could you want?.

The North West Area Health Service is keen to recruit nurses who have midwifery registration, to contribute to the high quality of care provided to patients and join our professional team of health clinicians.

Based at the Mersey Community Hospital, you will be offering women of the North West region of Tasmania the opportunity to receive 'women centred' maternity care at a midwifery led unit with comprehensive obstetric support. The care options include midwifery led clinics and collaborative care models, all offered to women within the comfort of a community based hospital.

The Women and Children's Health Unit aims to provide women and their families with holistic care supported by an enthusiastic multi-disciplinary team. We have approximately 450 births per annum and provide low to medium risk obstetrics and paediatric services.

Your midwifery philosophy, married with critical thinking and clinical expertise will be a valued contribution to our stable maternity team. You will participate in outreach services and regional education and your skills, experience and knowledge will be utilised to assist with improving our services.

Midwives are supported to work across the full scope of their practice in a friendly, supportive environment. We encourage all midwives wishing to work within the philosophy of midwifery to apply. Applicants must demonstrate current registration as a midwife with APHRA.

We will offer you a modern work environment where you will enjoy relative autonomy in individualising care plans to suit the clients and consider primary health care perspectives. Co-ordinating care and initiating consultations and referrals will also be one of your key tasks.

Access to salary packaging, strong networking and professional development opportunities will be provided to the successful applicant.

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.

Interested? Please contact Karen Kruit today on 0429 923 668 or email [karen.kruit@dhhs.tas.gov.au](mailto:karen.kruit@dhhs.tas.gov.au) for a confidential discussion about your application and what we can offer you.

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia as a registered nurse (Division 1) and a midwife.

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, crimes involving dishonesty and serious traffic offences. 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, Tasmania, 7315 or email: [rlo.nwahs@dhhs.tas.gov.au](mailto:rlo.nwahs@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Primary Health Services North*

#### **Cook (504452).**

Applications Close:—Friday, 16 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 (fully rotational), working 20 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Flinders Island Multi Purpose Centre.

Duties:—Prepare, cook and provide meals of the highest standard to consumers, staff, hospital patients and any meal recipients in the community and support Senior Staff/Supervisor in ensuring that work practices comply with Foodsafe and

infection control requirements, including monitoring work practices and the use and storage of food, perishable goods and other consumables.

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, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Jakki Bumford, Department of Health and Human Services, phone (03) 6359 2122, email jakki.bumford@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, Tasmania, 7250.

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Primary Health Services North*

#### **Health Care Assistant (506104).**

Applications Close:—Friday, 16 December 2011.

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

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

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

Location:—Flinders Island Multi Purpose Centre.

Duties:—To provide high standard of care to residents and assist nursing staff in the day to day operation of the Flinders Island Multi Purpose Centre.

Desirable Requirements:—Certificate III or Certificate IV Personal Care.

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, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Andrew Brewer, Department of Health and Human Services, phone (03) 6359 2122, email andrew.brewer@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, Tasmania, 7250.

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Primary Health Services North*

#### **Multiskilled Domestic (507048).**

Applications Close:—Friday, 16 December 2011.

Salary:—\$40,625 – \$41,601 pro rata, per annum.

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

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

Location:—North East Soldiers Memorial Hospital, Scottsdale.

Duties:—To clean allocated areas of the North East Soldiers Memorial Hospital, nursing home and day centre, complying with standards of infection control. To assist in the preparation and delivery of meals in accordance with 'FoodSafe' guidelines, and to provide a laundry service in compliance with established hospital guidelines.

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, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Sue Bucher, Department of Health and Human Services, phone (03) 6352 5523, email sue.bucher@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, Tasmania, 7250.

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Primary Health Services North*

#### **Rural Social Worker (507423).**

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

Location:—St Marys Community Health Service and St Helens District Hospital, St Helens, Tasmania.

Duties:—Undertake a case co-ordination role for individuals and families with complex needs, both short and long term, drawing on a broad range of therapeutic strategies.

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

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

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

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, P.O. Box 1963, Launceston, Tasmania, 7250.

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## HEALTH AND HUMAN SERVICES

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### **Senior Physiotherapist, Critical Care/Acute Cardio-Respiratory Services (508320).**

Applications Close:—Friday, 16 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.

Location:—Royal Hobart Hospital.

Duties:—Within an Area Health Services Framework and in accordance with Agency Policy and Procedures, the Senior Physiotherapist, Critical Care/Acute Cardiorespiratory Services will provide and maintain optimal physiotherapy care to intensive care and other acute cardio-respiratory patients at the Royal Hobart Hospital (RHH). This care is provided collaboratively with other members of the multidisciplinary team.

Essential Requirements:—Registered with the Physiotherapy 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, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Elisabeth Pilgrim, Department of Health and Human Services, phone (03) 6222 8101, email [elisabeth.pilgrim@dhhs.tas.gov.au](mailto:elisabeth.pilgrim@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### *Royal Hobart Hospital*

#### **Medical Scientist (519366).**

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 shift worker, working 76 hours per fortnight (please note hours to be negotiated with the successful applicant up to and including full-time employment.).

Location:—Pathology Services Royal Hobart Hospital.

Duties:—This role is located in the Core Laboratory of the Royal Hobart Hospital which provides a 24 hour, 7 days a week diagnostic service in Clinical Chemistry, Haematology, Coagulation and Blood Bank. The individual is expected to work as the sole scientist in this multidisciplinary environment on the out-of-hours roster.

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

Enquiries to Rob White, Department of Health and Human Services, phone (03) 6222 8199, email [rob.white@dhhs.tas.gov.au](mailto:rob.white@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### *Royal Hobart Hospital*

#### **Phlebotomy Technician (511311).**

Applications Close:—Friday, 9 December 2011.

Salary:—\$51,137 – \$55,664 pro rata, per annum.

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

Permanent part-time shift work, working 39 hours per fortnight.

Location:—Pathology Unit, Royal Hobart Hospital.

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

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

An Associate Diploma from a recognised tertiary institution, or an equivalent qualification, appropriate to the nature of the work OR relevant training and/or experience determined in accordance with the provisions of Section 37 of the State Service Act 2000 appropriate to the nature of the work.

Enquiries to Brett Clem, Department of Health and Human Services, phone (03) 6222 8775, email [brett.clem@dhhs.tas.gov.au](mailto:brett.clem@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### *Royal Hobart Hospital*

#### **Senior Phlebotomy Technician (516552).**

Applications Close:—Friday, 9 December 2011.

Salary:—\$57,401 – \$66,374 p.a..

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

Permanent full-time shift worker, working 76 hours per fortnight.

Location:—Pathology Unit, Royal Hobart Hospital.

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

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

An Associate Diploma from a recognised tertiary institution, or an equivalent qualification, appropriate to the nature of the work OR relevant training and/or experience determined in accordance with the provisions of Section 37 of the State Service Act 2000 appropriate to the nature of the work.

Enquiries to Brett Clem, Department of Health and Human Services, phone (03) 6222 8775, email [brett.clem@dhhs.tas.gov.au](mailto:brett.clem@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### STATEWIDE AND MENTAL HEALTH SERVICES

#### *Mental Health Services North*

#### **Enrolled Nurse (506556).**

Applications Close:—Friday, 9 December 2011.

Salary:—\$49,373 – \$52,220 p.a..

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

Fixed-term full-time shift work (fully rotational), commencing as soon as possible for a period of 12 months.

Location:—Northside Clinic, Launceston General Hospital.

Duties:—As part of a multidisciplinary team delivering high quality mental health services in accordance with Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Enrolled Nurse provides direct and indirect nursing care to the patient under the direction and supervision of a Registered Nurse at the Northside Clinic, Launceston General Hospital.

Desirable: A Current Drivers Licence.

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, crimes involving dishonesty and serious traffic offences. Identification check and disciplinary action in previous employment check.

Enquiries to Jan Dorman, Department of Health and Human Services, phone (03) 6348 7473, email [jan.dorman@dhhs.tas.gov.au](mailto:jan.dorman@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, Tasmania, 7001.

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## JUSTICE

### WORKPLACE STANDARDS TASMANIA

#### *Major Infrastructure Branch*

#### **Senior Inspector of Mines (356317).**

Applications Close:—Friday, 9 December 2011.

Salary:—\$76,016 – \$87,325 p.a..

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time 73.5 hours per fortnight.

Location:—Burnie.

Duties:—Provide professional and complex technical advice on mining issues to the Chief Inspector of Mines, Senior Managers, Directors, mining industry and other key stakeholders to ensure the appropriate use of resources by companies to mitigate OH&S risk, focussed on improving the implementation of, and compliance with, legislation administered by Workplace Standards Tasmania.

Essential Requirements:—A current Tasmanian Drivers Licence.

Desirable Requirements:—Appropriate qualifications in a relevant discipline such as occupational health and safety and/or demonstrated practical experience in working in mines or mineral processing. The occupant will be required to obtain a Diploma of Government while undertaking the role.

Enquiries to Andrew Tunstall, Principal Inspector of Mines, Workplace Standards Tasmania, Department of Justice, phone (03) 6434 6234, mobile 0419 155805, email [andrew.tunstall@justice.tas.gov.au](mailto:andrew.tunstall@justice.tas.gov.au).

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statment of Duties cannot be downloaded, please contact Andrew Tunstall on (03)6434 6234.

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

*Communication Services***Communications Technical Officer (002658).**

Applications Close:—Friday, 9 December 2011.

Salary:—\$58,179 – \$67,288 p.a..

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Hobart.

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

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

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

Enquiries to Mr Lawrence Fletcher, Technical Officer, Communications Services, Department of Police and Emergency Management, phone (03) 6230 2362, email [lawrence.fletcher@police.tas.gov.au](mailto:lawrence.fletcher@police.tas.gov.au).

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

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

## PREMIER AND CABINET

## TMD

*Business Management and Support***Service Delivery Support Officer (001072).**

Applications Close:—Friday, 9 December 2011.

Salary:—\$45,823 – \$49,978 p.a..

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time.

Location:—Hobart.

Duties:—As part of the Corporate Support team provide a consistent, high quality front line support service to customers and Senior TMD Managers. Provide efficient clerical support to the Division including assisting with financial and service delivery processes.

Enquiries to Elizabeth Stuart, Executive Officer, Department of Premier and Cabinet, phone (03) 6270 5458, email [Elizabeth.Stuart@dpac.tas.gov.au](mailto:Elizabeth.Stuart@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](mailto:job.application@dpac.tas.gov.au).

## PREMIER AND CABINET

## TMD

*Commercial Management***Commercial Analyst (001854).**

Applications Close:—Friday, 9 December 2011.

Salary:—\$69,753 – \$72,946 p.a..

Tasmanian State Service Award, General Stream, Band 5.

Fixed-term full-time (12 months).

Location:—Hobart.

Duties:—Contribute to the Commercial objectives of TMD by assisting in the budgeting, forecasting, long term planning and detailed financial analysis of TMD's current and future expense and revenue streams. This position will assist the commercial manager to provide strategic decisions and recommendations to the TMD Executive in a commercially focused manner.

Desirable Requirements:—Appropriate Tertiary qualifications or substantial progress towards such a qualification and membership or eligibility for membership of a relevant professional body.

Enquiries to Michael Mulley, Commercial Manager, Department of Premier and Cabinet, phone (03) 6232 7377, email [Michael.Mulley@dpac.tas.gov.au](mailto:Michael.Mulley@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](mailto:job.application@dpac.tas.gov.au).

## PREMIER AND CABINET

## TMD

*Program Management***Project Manager (001850).**

Applications Close:—Friday, 9 December 2011.

Salary:—\$90,309 – \$96,458 p.a..

Tasmanian State Service Award, General Stream, Band 7.

Fixed-term full-time (12 months).

Location:—Hobart.

Duties:—As a senior member of the Projects Group, lead multidisciplinary teams to deliver large and complex cross government projects that meet customers' needs as well as ensuring that sustainable services are effectively transitioned to operational teams for ongoing service management.

Desirable Requirements:—Tertiary qualifications in a relevant discipline or research experience to a similar level would be an advantage.

Enquiries to Jane Clemes, Program Manager, Department of Premier and Cabinet, phone (03) 6270 5612, email [Jane.Clemes@dpac.tas.gov.au](mailto:Jane.Clemes@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](mailto:job.application@dpac.tas.gov.au).

## PREMIER AND CABINET

## TMD

*Service Delivery****Windows Application Support Officer (001132).***

Applications Close:—Friday, 9 December 2011.

Salary:—\$69,753 – \$72,946 p.a..

Tasmanian State Service Award, ICT Level 2.

Permanent full-time.

Location:—Hobart.

Duties:—As part of a highly skilled Technology Services team provide information systems management services to client Agencies within the Tasmanian State Service. Within TMD Technology Services provide support for key MS technology based systems and services such as Unified Communications and E-mail, along with supporting technologies such as Active Directory and identity Management.

Desirable Requirements:—Satisfactory completion of an appropriate course of study IT-related qualifications including industry certifications.

Enquiries to Craig Pitt, Technology Team Manager, Department of Premier and Cabinet, phone (03) 6270 5533, email [Craig.Pitt@dpac.tas.gov.au](mailto:Craig.Pitt@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](mailto:job.application@dpac.tas.gov.au).

## PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

## PARKS AND WILDLIFE SERVICE

*Operations and Performance*

## Southern Region

***Ranger in Charge (Macquarie Island) (706764).***

Applications Close:—Friday, 9 December 2011.

Salary:—\$58,179 – \$67,288 p.a..

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time from 1 April 2012 until 30 April 2013 (subject to shipping schedules and weather conditions).

Location:—Macquarie Island.

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

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

Duties:—Assist the Macquarie Island Executive Officer in the delivery of programs and services on Macquarie Island, in accordance with the Island's status as a Nature Reserve and World Heritage Area, and as described in the annual works program. The Macquarie Island Ranger-in-charge is required to:—Manage a small team in a remote and isolated location; Co-ordinate and assist in the implementation of field programs as described in the annual works program including nature conservation, cultural heritage management, tourism management and infrastructure management; Represent the

Department on reserve management issues and Undertake administrative functions in accordance with set guidelines.

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

Desirable Requirements:—A relevant tertiary qualification. Relevant experience in the management of sub-Antarctic reserves areas or similar land management reserves experience would be an advantage. A Wilderness First Aid Certificate. A coxswain (restricted) certificate or equivalent.

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

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

Enquiries to Noel Carmichael, Department of Primary Industries, Parks, Water and Environment, phone (03) 6233 7876, email [Noel.Carmichael@parks.tas.gov.au](mailto:Noel.Carmichael@parks.tas.gov.au).

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

## PUBLIC TRUSTEE

## TRUSTEE SERVICES

***Manager, Estate Teams (790225).***

Applications Close:—Friday, 9 December 2011.

Salary:—\$76,016 – \$87,325 p.a..

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

Duties:—The Manager, Estate Teams will lead, manage and develop the human, physical and financial resources of the team to ensure attainment of the required service standards. This person will manage and monitor the performance of the estate team members including the allocation of files, undertaking statement checking and regular file review, exercising technical and quality control of processes, outcomes and systems and develop the technical estate and trust administration skills of the team members through the co-ordination and provision of training and coaching.

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.

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

Desirable Requirements:—Applicants for this position will possess a demonstrated understanding of commercial business management practices with substantial experience in the trustee industry. Experience in developing and managing the delivery of proactive client service and proven skills in organisational improvement directed towards continual improvement in client service. Proven contemporary management and leadership skills and a practical knowledge of contemporary human resource

management. Demonstrated self management skills and sound judgement in complex situations. High level interpersonal communication skills including public presentation, written, liaison, negotiation and conflict resolution skills and a commitment to contemporary workplace practice.

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

Enquiries to Gaylene Cunningham, Manager Client Services, Public Trustee, G.P.O. Box 1565, Hobart, Tas, 7001, phone 6233 7606, email [gcunningham@publictrustee.tas.gov.au](mailto:gcunningham@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](mailto:kjohns@publictrustee.tas.gov.au).

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#### PUBLIC TRUSTEE

##### TRUSTEE SERVICES

#### **Manager, Personal Services Team (790224).**

Applications Close:—Friday, 9 December 2011.

Salary:—\$76,016 – \$87,325 p.a..

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

Duties:—The Manager, Personal Services Team will lead, manage and develop the human, physical and financial resources of the team to ensure attainment of the required service standards. This person will manage and monitor the performance of the Personal Services team members including allocation of files, undertaking statement checking and regular file review, exercising technical and quality control of processes, outcomes and systems, and develop the financial administration skills of the team members through the co-ordination and provision of training and coaching.

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.

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

Desirable Requirements:—Applicants for this position will possess a demonstrated understanding of commercial business management practices with substantial experience in the trustee industry. Experience in developing and managing the delivery of proactive client service and proven skills in organisational improvement directed towards continual improvement in client service. Proven contemporary management and leadership skills and a practical knowledge of contemporary human resource management. Demonstrated self management skills and sound judgement in complex situations. High level interpersonal communication skills including public presentation, written, liaison, negotiation and conflict resolution skills and a commitment to contemporary workplace practice.

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

Enquiries to Gaylene Cunningham, Manager Client Services, Public Trustee, G.P.O. Box 1565, Hobart, Tas, 7001, phone 6233 7606, email [gcunningham@publictrustee.tas.gov.au](mailto:gcunningham@publictrustee.tas.gov.au).

Applications to Karyne Johns, Human Resource Officer, Public Trustee, 116 Murray Street Hobart, Tas, 7001, phone 6233 7706, email [kjohns@publictrustee.tas.gov.au](mailto:kjohns@publictrustee.tas.gov.au).

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## Tasmanian Government — Senior Executive Service

#### EDUCATION

##### LEARNING SERVICES

#### **General Manager, Learning Services (South) (963197).**

Applications Close:—Friday, 9 December 2011.

Salary:—\$162,751 – \$179,026 p.a..

Senior Executive, Level 3.

Fixed-term full-time Senior Executive contract for a period up to 3 years.

Location:—Hobart.

Description of Role:—Provide leadership of and strategic direction for all operational activities throughout the Learning Services including networks and schools, in consultation with Network Leaders. Strategically manage resources, learning and support services to lead and support education and business improvement in schools and colleges. Oversee and monitor the school improvement, performance and accountability processes for networks and schools. Lead and direct the formulation, development and implementation of strategies and associated planning as part of the department's executive group. Build interagency and regional partnerships that are consistent with department and government directions.

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

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

Relevant tertiary qualifications. A senior executive with a proven record of management in a large private or public sector organisation.

Applicants should forward an Application for Employment form, with a statement addressing the selection criteria, relevant personal details and work history. Electronic submission of applications is preferred.

Instructions for applicants lodging electronic applications:—Electronic applications must be in either Microsoft Word or PDF format. Do not send additional paper copies of applications through the mail.

When applying for multiple vacancies within the one advertisement, please submit one application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days. For a copy of the Statement of Duties please contact Jenny Burgess, phone (03) 6233 7497, email [jenny.burgess@education.tas.gov.au](mailto:jenny.burgess@education.tas.gov.au).

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

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

## EDUCATION

### SKILLS TASMANIA

#### **Deputy General Manager, Skills Tasmania (421802).**

Applications Close:—Friday, 9 December 2011.

Salary:—\$114,321 – \$125,753 p.a..

Senior Executive, Level 1.

Fixed-term full-time Senior Executive contract for a period up to 3 years.

Location:—Hobart.

Description of Role:—To support and assist the General Manager of Skills Tasmania (the Authority) in the effective management of the Authority including advice on financial strategy and oversight of the financial expenditure and performance of the Authority's budgets. To successfully manage high level stakeholder interactions, including complex funding negotiations, and to provide high level conceptual and analytical advice on strategies and operations that improve post-school education, Vocational Education and Training (VET) training outcomes, and enhance skills development in the State. Deputise for the General Manager as required.

Desirable Requirements:—Relevant tertiary qualifications. Experience in economic policy, strategy or related field.

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 Chrissie Berryman, Department of Education, phone (03) 6233 4603, email [chrissie.berryman@skills.tas.gov.au](mailto:chrissie.berryman@skills.tas.gov.au).

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

## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Disability, Housing and Community Services*

#### **Director, Disability and Community Services (517750).**

Applications Close:—Friday, 9 December 2011.

Salary:—\$114,321 – \$125,753 p.a..

Senior Executive, Level 1.

Senior Executive Contract position for a period of three years.

Location:—Disability and Community Service, Hobart.

The Director, Disability and Community Services reports to the Deputy Secretary, Disability, Housing and Community Services and is responsible for providing strategic leadership and direction in the development and management of Disability and Community Services, including the development and implementation of policies that will ensure an integrated service system delivered through the non-government sector for vulnerable children, young people and families and people with disabilities, their families and carers based on an understanding of community needs.

Develop, implement and evaluate a strategic and business framework to support the statewide delivery of services in line with relevant legislation (Disability Services Act).

Provide leadership and direction in the negotiation and management of service contracts and National Agreements relevant to Disability and Community Services with the Australian Government, such as the National Disability Agreement.

In consultation with key internal and external stakeholders, facilitate extensive consultation aimed at supporting and improving health and human services to meet the needs of the Tasmanian population.

Identify, recommend and facilitate implementation of innovative solutions to service issues in the Disability and Community Services area.

Management of, and accountability for the overall human, physical and financial assets to ensure the efficient and effective use of government resources.

Provision of high level advice to Government and the Agency executive regarding service reform and the direction, development and enhancement of Disability and Community Services.

Desirable Requirements:—An appropriate professional and/or tertiary qualification is highly desirable.

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 in the following areas: Crimes of violence, Sex related offences, Serious drug offences and crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to Mercia Bresnehan, Department of Health and Human Services, phone (03) 6233 8566, email [mercia.bresnehan@dhhs.tas.gov.au](mailto:mercia.bresnehan@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, Tasmania, 7001.

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

## Staff Movements

### *Permanent Appointments*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Education	School Psychologist - Learning Services South-East	E. Chase	12 months	27.10.11
Education	Education Facility Attendant, Woodbridge School	R. Hooper	3 months	24.11.11
Health & Human Services	Registered Nurse	A. Kear	6 months	27.11.11
Health & Human Services	Registered Nurse	K. Thompson	6 months	04.12.11
Health & Human Services	Dental Assistant	C. McKinnell	6 months	28.11.11
Premier & Cabinet	Service Delivery Officer	A. Fitzgerald	6 months	24.11.11
Primary Industries, Parks, Water & Environment	Aboriginal Field Officer	G. Medcraft	6 months	28.11.11
Primary Industries, Parks, Water & Environment	Aboriginal Field Officer	M. Donald	6 months	28.11.11

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*Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Health & Human Services	S. Booth	Specialist Social Worker - Geriatric and Rehabilitation	04.11.11
Health & Human Services	K. Wicks	Diversional Therapist Coordinator	28.11.11
Premier & Cabinet	S. Van Kraanen	Service Delivery Officer	24.11.11
Primary Industries, Parks, Water & Environment	M. Ansell	Senior Technical Officer	24.11.11

*Resignation of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	Office Assistant	T. Newlands	24.11.11
Education	Customer Services Officer	H. Latham	10.11.11
Education	Teacher Aide Special	P. Campbell	23.11.11
Health & Human Services	Administrative Assistant	K. Bennett	25.11.11
Health & Human Services	Clozapine Clinic Coordinator	O. McCarthy	18.11.11
Health & Human Services	Attendant	G. Crisp	31.10.11
Health & Human Services	Perioperative Aide	S. Parsell	01.11.11
Health & Human Services	Registered Nurse	S. McGrath	13.11.11
Health & Human Services	Health Care Assistant	O. Howard	19.11.11
Health & Human Services	Registered Nurse	M. Gargiulo	18.11.11
Health & Human Services	Manager Assett Support	P. Gray	23.11.11
Health & Human Services	Home Help	R. Elwell	28.10.11
Health & Human Services	Community Mental Health Nurse	J. Nielsen	25.11.11
Port Arthur Historic Site Management Authority	Chef	C. Richards	15.11.11

*Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	School Executive Officer	R. Barratt	18.11.11
Police & Emergency Management	Manager Forensic Chemistry	F. Halley	04.06.12
Primary Industries, Parks, Water & Environment	Communications Consultant	A. Clark	30.11.11



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