



# TASMANIAN STATE SERVICE NOTICES

PUBLISHED BY  
AUTHORITY  
ISSN 0039-9795

WEDNESDAY 23 APRIL 2008

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

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All State Service employees and Officers are entitled to access to a copy of these Notices within 7 days of publication.

Vacancy notices and statements of duties are also available at:  
**[www.jobs.tas.gov.au](http://www.jobs.tas.gov.au)**

If you do not obtain access, contact your supervisor.

## Vacancies—General Information

The Government of Tasmania encourages and appreciates the benefits of a diverse workforce. Workplace Diversity and the State Service Principles are about making sure that everyone who works or wants to work in the Tasmanian State Service receives fair treatment.

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

All vacancies in this Gazette are normally only advertised once.

Tasmanian Government Gazettes are available for perusal at the Public Sector Management Office, 9th Floor, 144–148 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 16 days after the date of the Gazette in which the vacancy appears, unless otherwise stated.**

Late applications may be accepted at the discretion of the Head of Agency but this will only apply in exceptional circumstances.

### 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.

### Gazette

Copy can be faxed to Print Applied Technology Pty Ltd on (03) 6216 4294; or electronically mailed via EMAIL at govt.gazette@pat.tas.gov.au

**Please Note:**—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](http://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](http://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](mailto:jobsadmin@dpac.tas.gov.au).

### Order Information

When using this facility please ensure that 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 4 p.m. 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.

**These deadlines will be strictly adhered to.**

**For subscription and account enquiries  
please telephone (03) 6233 3148**

### TASMANIAN GOVERNMENT GAZETTE AND TASMANIAN STATE SERVICES NOTICES\

#### PUBLICATION AND COPY CLOSURE DATES

**ANZAC Day Public Holiday, Friday 25 April 2008—**

#### Gazette deadlines for Wednesday 30 April 2008

**COPY** deadlines for the Tasmanian Government Gazette and State Service Notices to be published on Wednesday, 30 April 2008:—

All copy for the General Gazette must be received by 12 noon on Thursday, 24 April 2008.

Copy for State Service Notices must be received by 12 noon on Thursday, 24 April 2008.

### ECONOMIC DEVELOPMENT AND TOURISM

#### CORPORATE SUPPORT DIVISION

#### Finance and Facilities Management Unit

#### Senior Facilities Officer (424994).

Applications Close:—Friday, 9 May 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time.

Location:—Hobart.

Duties:—Contribute to the effective management of facilities services within the department through the management of security, accommodation, fleet management, communications, purchasing requirements and other facility related activities.

Undertake effective management of the department's contractual obligations under leases, contracts for services and other agreements.

Desirable Requirements:—Relevant tertiary or industry recognised qualifications and/or affiliations. Current drivers license.

Enquiries to Mark Patmore, Senior Accountant, Department of Economic Development and Tourism, phone (03) 6233 846, email [Mark.Patmore@development.tas.gov.au](mailto:Mark.Patmore@development.tas.gov.au).

Applications to Human Resources, Department of Economic Development and Tourism, G.P.O. Box 646 Hobart 7001, phone (03) 6233 5893, fax (03) 6233 5703, email [applications@development.tas.gov.au](mailto:applications@development.tas.gov.au).

Applications must address the selection criteria outlined in the Statement of Duties.

### ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

#### ARTS TASMANIA

#### Business Manager (706237).

Applications Close:—Friday, 9 May 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Fixed-term full-time until 29 May 2009.

Location:—Hobart.

Duties:—Provide strategic direction in the planning and reporting functions associated with the development of arts and culture in Tasmania and ensure policy is strategically implemented. Provide high level advice to Boards, Government and across the Department. Manage the business operations of Arts Tasmania including the performance monitoring of funded arts and cultural organisations.

Desirable Requirements:—To successfully perform the duties of this position it is desirable that you have a current driver's licence and tertiary qualifications or commensurate professional experience in business management.

Enquiries to Steve Kyne, Deputy Director, phone (03) 6233 7306, email [Steve.Kyne@arts.tas.gov.au](mailto:Steve.Kyne@arts.tas.gov.au). For a copy of the Statement of Duties please contact, Laura Harper, phone (03) 6233 7308, email [Laura.Harper@arts.tas.gov.au](mailto:Laura.Harper@arts.tas.gov.au).

Applications to address the selection criteria outlined in the Statement of Duties, quote position number and be addressed to, Viki Loring, Human Resources, Department of Environment, Parks, Heritage and the Arts, G.P.O. Box 771, Hobart, 7001, phone (03) 6233 3903, fax (03) 6233 5907, email [applications@depha.tas.gov.au](mailto:applications@depha.tas.gov.au).

## ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

## ENVIRONMENT

*Regulation and Operations***Senior Compliance Officer (706224).**

Applications Close:—Friday, 9 May 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

Duties:—As a Senior Compliance Officer provide consultative support and advice on compliance and enforcement issues to senior management. Undertake and oversee compliance investigations into referred breaches of environmental laws and obligations in accordance with the Agency enforcement policy and other specific policies for legislation administered by, or relevant to, the Division. Collect, analyse and prepare scientific and technical evidence for civil and criminal litigation.

Assist the Section Head, Compliance Investigations in the management of the Compliance Investigation Section.

Desirable Requirements:—To successfully perform the duties of this position it is desirable that you have qualifications and/or Accreditation in a Science, Engineering or Environmental Studies discipline, a certificate IV in Government (Investigation) and preferably Certificate IV in Government (Statutory Compliance) and a current motor vehicle driver's licence.

Enquiries to Malcolm Budd, Section Head Compliance and Investigations, phone (03) 6233 8866, email Malcolm.Budd@environment.tas.gov.au. For a copy of the Statement of Duties please contact, Jo Goudie, phone (03) 6233 2052, email Jo.Goudie@environment.tas.gov.au.

Applications to address the selection criteria outlined in the Statement of Duties, quote position number and be addressed to, Viki Loring, Human Resources, Department of Environment, Parks, Heritage and the Arts, G.P.O. Box 771, Hobart, TAS, 7001, phone (03) 6233 3903, fax (03) 6233 5907, email applications@depha.tas.gov.au.

## ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

## OFFICE OF THE SECRETARY

*Secretariat/Corporate Communications***Multimedia Communications Officer (706075).**

Applications Close:—Friday, 9 May 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time.

Location:—Hobart.

Duties:—To contribute to the operation of efficient and effective departmental communication by providing support to Corporate Communications in the Office of the Secretary and providing a strong quality assurance service to Departmental information including multimedia sources.

Desirable Requirements:—To successfully perform the duties of this position it is highly desirable that you have relevant tertiary qualifications.

Enquiries to Moya Fyfe, Manager, Corporate Communications, phone (03) 6233 8583, email Moya.Fyfe@depha.tas.gov.au. For a copy of the Statement of Duties please contact, Kristy Robinson, phone (03) 6233 5512, email Kristy.Robinson@depha.tas.gov.au.

Applications to address the selection criteria outlined in the Statement of Duties, quote position number and be addressed to, Viki Loring, Human Resources, Department of Environment, Parks, Heritage and the Arts, G.P.O. Box 771, Hobart, 7001, phone (03) 6233 5915, fax (03) 6233 5907, email applications@depha.tas.gov.au.

## ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

## PARKS AND WILDLIFE SERVICE

*Operations and Performance***Ranger (340283).**

Applications Close:—Friday, 9 May 2008.

Salary:—\$38,927–\$40,547 per annum.

Parks and Wildlife Service Agreement 1996, Level 2.

Fixed-term full-time until 17 March 2009.

Location:—Freycinet National Park.

Duties:—Assist the Ranger In Charge in managing, maintaining and protecting of areas under the jurisdiction of the Department, including departmental assets, bio and geo diversity, historic and Aboriginal heritage within the Region.

Essential Requirements:—It is essential that you have a current driver's licence and a Workplace Level 2 First Aid Certificate or equivalent or the ability to acquire prior to appointment.

Desirable Requirements:—To successfully perform the duties of this position it is desirable that you have progress towards a Diploma of Environmental and Cultural Resources (Park Management) or equivalent qualification from a recognised tertiary institution.

Enquiries to Pete Lingard, Senior Ranger, phone (03) 6256 7012 or 0418 504 348, email Pete.Lingard@parks.tas.gov.au. For a copy of the Statement of Duties please contact, Rawena Lundie, phone (03) 6336 5267, email Rowena.Lundie@parks.tas.gov.au.

Applications to address the selection criteria outlined in the Statement of Duties, quote position number and be addressed to, Viki Loring, Human Resources, Department of Environment, Parks, Heritage and the Arts, G.P.O. Box 771, Hobart, 7001, phone (03) 6233 3903, fax (03) 6233 5907, email applications@depha.tas.gov.au.

## HEALTH AND HUMAN SERVICES

## ACUTE HEALTH SERVICES

*Launceston General Hospital***Hospital Aide (516755).**

Applications Close:—Friday, 9 May 2008.

Salary:—\$34,059–\$34,606 pro rata.

Community and Health Services (Public Sector) Award, Operational Stream, Level 4.

Permanent part-time shift worker, working 20 hours per fortnight (not working weekends or public holidays).

Location:—Department of Medicine, Medical wards.

Duties:—To assist with the management of all Wards supplies (excepting drugs) to ensure the delivery of a high standard of patient care in the hospital.

The hours of work are 4pm to 8pm Monday to Friday and excluding public holidays. The position covers the Department of Medicine medical wards, assisting nursing staff in cleaning of medical equipment and collecting and delivering stock etc. as required.

Desirable Requirements:—Previous experience working with patients desirable. Sound literacy and numeracy skills. Knowledge of the principles and practices of Infection Control.

An understanding of Hospital Policies and Procedures.

Enquiries to Lee Wallace, Department of Health and Human Services, phone (03) 63487094, email lee.wallace@dhhs.tas.gov.au.

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

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#### HEALTH AND HUMAN SERVICES

##### ACUTE HEALTH SERVICES

###### *Launceston General Hospital*

#### **Quality Improvement Nurse (503285).**

Applications Close:—Friday, 9 May 2008.

Salary:—\$69,869–\$74,792 per annum.

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

Fixed-term full-time day worker. To commence as soon as possible until 8 November 2008.

Location:—Nursing Services, Office of DON.

Duties:—In accordance with the policies, legal requirements and the stated goals and objectives of the Agency, the person will identify, develop, implement and evaluate activities, processes and initiatives supporting hospital wide co-ordination of nursing services, quality and accreditation/ review programmes within the Launceston General Hospital.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania.

Enquiries to Helen Bryan, Department of Health and Human Services, phone (03) 6348 7002, email helen.bryan@dhhs.tas.gov.au.

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

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#### HEALTH AND HUMAN SERVICES

##### ACUTE HEALTH SERVICES

###### *Launceston General Hospital*

#### **Radiation Therapy Clinical Tutor (517132).**

Applications Close:—Friday, 9 May 2008.

Salary:—\$88,605–\$92,825 pro rata.

Radiation Therapists (Public Sector) Wages Agreement 2004, Radiation Therapist, Level P04(a).

Permanent part-time day worker, working 38 hours per fortnight.

Location:—Medicine, W.P. Holman Clinic.

Duties:—The Clinical Radiation Therapist Tutor will plan, develop and supervise Radiation Therapy undergraduate and post graduate trainees education within a clinical setting and in collaboration with relevant universities and the Medical Radiation Science Professionals Registration Board. In consultation with senior clinical staff identify, plan, and implement continuing professional development education and activities for radiation therapists. Develop and monitor mentoring programmes for Radiation Therapists re-entering the profession and provide advice and support regarding

education and training to other allied health professionals as required.

Essential Requirements:—Entitled to be granted registration as a Radiation Therapist by the Medical Radiation Science Professionals Registration Board of Tasmania.

Enquiries to Grant Smith, Department of Health and Human Services, phone (03) 63487159, mobile 0409217958, email grant.smith@dhhs.tas.gov.au.

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

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#### HEALTH AND HUMAN SERVICES

##### ACUTE HEALTH SERVICES

###### *Launceston General Hospital*

#### **Staff Specialist (Radiation Oncologist) (516234).**

Applications Close:—Friday, 9 May 2008.

Salary:—To be negotiated.

Salaried Medical Practitioners Industrial Agreement 2006, Specialist Medical Practitioner, Level I-IV (Salary commensurate with qualifications and experience).

Permanent full-time day worker with oncall. To commence 1 July 2008.

Location:—Medicine, W.P. Holman Clinic.

Duties:—To provide quality specialist and subspecialty medical services to the Launceston General Hospital within the limits of specified clinical privileges.

The Radiation Oncology Service is expanding due to increasing demand for services. The current radiation oncology team includes two radiation oncologists, three medical physicists, three radiation oncology nurses and twenty one radiation therapists and a dedicated trials manager. The Holman Clinic is an integrated cancer care unit incorporating Radiation Oncology, Medical Oncology and Clinical Haematology services.

The service has two state of the art Varian iX Linear Accelerators and a High Dose rate HDR unit. The treatment planning system is a Pinnacle 3D planning system and a new CT simulator is scheduled for installation later this year.

The area services the northern half of Tasmanian with a population of 250,000 people and provides the statewide HDR Brachytherapy Service.

Essential Requirements:—A medical practitioner who is registered under the provisions of the Medical Practitioners Registration Act 1996 and who holds a qualification recognised as a specialist medical qualification in accordance with the provisions of the Commonwealth/State Agreement on Mutual Recognition, which is relevant to his/her appointment.

Enquiries to Dr Stan Gauden, Department of Health and Human Services, phone (03) 6348 7140, mobile 0409 356 412, email stan.gauden@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

## ACUTE HEALTH SERVICES

*North West Regional Hospital***General Surgeon (517815).**

Applications Close:—Friday, 9 May 2008.

Salary:—To be negotiated.

Salaried Medical Practitioners Industrial Agreement 2006, Specialist Medical Practitioner, Level I-IV (Salary commensurate with qualifications and experience).

Permanent full-time day worker. To commence 14 July 2008.

Location:—Surgery NWRH.

Duties:—To direct high quality specialist General Surgery Services to the North West Health Region.

Essential Requirements:—A medical practitioner who is registered under the provisions of the Medical Practitioners Registration Act 1996 and who holds a qualification recognised as a specialist medical qualification in accordance with the provisions of the Commonwealth/State Agreement on Mutual Recognition, which is relevant to his/her appointment.

Enquiries to Mr. Scott Fletcher, Director Surgical Services, North West Regional Hospital, Department of Health and Human Services, phone (03) 64306666, email [scott.fletcher@dhhs.tas.gov.au](mailto:scott.fletcher@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## ACUTE HEALTH SERVICES

*North West Regional Hospital***Physiotherapist (502046).**

Applications Close:—Friday, 23 May 2008.

Salary:—\$42,638–\$68,410 per annum.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional, Level 1-2.

Permanent full-time day worker.

Location:—Clinical Services, Allied Health/Physiotherapy.

Duties:—To provide a range of Physiotherapy services. To ensure the competent and effective delivery of Physiotherapy to appropriately referred clients.

Essential Requirements:—Registered or entitled to be registered as a Physiotherapist in Tasmania in accordance with the Physiotherapists Registration Act 1999.

Enquiries to Ali Macrae, Department of Health and Human Services, phone (03) 6430 6608, email [physio.burnie@dhhs.tas.gov.au](mailto:physio.burnie@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## ACUTE HEALTH SERVICES

*North West Regional Hospital***Physiotherapist (502047).**

Applications Close:—Friday, 23 May 2008.

Salary:—\$42,638–\$68,410 per annum.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional, Level 1-2.

Permanent full-time day worker.

Location:—Clinical Services, Allied Health/Physiotherapy.

Duties:—To provide a range of Physiotherapy services. To ensure the competent and effective delivery of Physiotherapy to appropriately referred clients.

Essential Requirements:—Registered or entitled to be registered as a Physiotherapist in Tasmania in accordance with the Physiotherapists Registration Act 1999.

Enquiries to Ali Macrae, Department of Health and Human Services, phone (03) 6430 6608, email [physio.burnie@dhhs.tas.gov.au](mailto:physio.burnie@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## ACUTE HEALTH SERVICES

*North West Regional Hospital***Registered Nurse—3 Vacancies.**

Applications Close:—Friday, 9 May 2008.

Salary:—\$43,859–\$58,704 per annum.

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

Vacancy No. 514559.

Permanent part-time shift worker, working 48 hours per fortnight.

Location:—Nursing Services, ICU/CCU.

Vacancy No. 514561.

Permanent part-time shift worker, working 64 hours per fortnight.

Location:—Nursing Services, ICU/CCU.

Vacancy No. 514856.

Permanent full-time shift worker.

Location:—Nursing Services, ICU/CCU.

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

Essential Requirements:—All Nursing positions must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania. Mental Health positions must also have a psychiatric nursing certificate or be authorised by the Nursing Board of Tasmania to practise psychiatric nursing. Midwifery positions must also hold authorisation to practise as a Midwife by the Nursing Board of Tasmania.

Enquiries to Max Dudgeon, Department of Health and Human Services, phone (03) 6430 6669, email [dudgeon@dhhs.tas.gov.au](mailto:dudgeon@dhhs.tas.gov.au).

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

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#### HEALTH AND HUMAN SERVICES

##### ACUTE HEALTH SERVICES

###### *Royal Hobart Hospital*

#### **Administrative Assistant (GEM) (516177).**

Applications Close:—Friday, 9 May 2008.

Salary:—\$38,464–\$41,681 pro rata.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 3.

Permanent part-time shift worker for 30 hours per fortnight, comprising 7 shifts from 3.45pm to 8pm.

Location:—Repatriation Centre, Hobart.

Duties:—Provide efficient administration and clerical support to staff of the allocated unit and carry out associated duties in providing an efficient and effective administrative and reception service for the unit.

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

Enquiries to Jenny Batt, Department of Health and Human Services, phone (03) 6222 7829, email [jennifer.batt@dhhs.tas.gov.au](mailto:jennifer.batt@dhhs.tas.gov.au).

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

#### HEALTH AND HUMAN SERVICES

##### ACUTE HEALTH SERVICES

###### *Royal Hobart Hospital*

#### **Customer Service Officer (Relief) (508147).**

Applications Close:—Friday, 9 May 2008.

Salary:—\$38,464–\$41,681 pro rata.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 3.

Fixed-term casual shift worker, working as and when required for a period of 12 months.

Location:—Hobart.

Duties:—In a multi skilled environment, provide internal and external clients with a professional and efficient service, including switchboard, online directory and general reception duties for patients, visitors and staff of the Hospital.

Desirable Requirements:—A thorough knowledge of the operations of a large intelligent network and attendant console, or the demonstrated capacity to gain that knowledge. Sound knowledge of the communication network and support services provided by TASINET, or the ability to acquire such knowledge. Demonstrated capacity to communicate effectively at all levels and to handle sensitive situations with diplomacy and confidentiality with enquiries from external and internal clients.

Enquiries to Anne Carey, Department of Health and Human Services, phone (03) 6222 7999, email [anne.carey@dhhs.tas.gov.au](mailto:anne.carey@dhhs.tas.gov.au).

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

#### HEALTH AND HUMAN SERVICES

##### ACUTE HEALTH SERVICES

###### *Royal Hobart Hospital*

#### **Pharmacy Technician (508332).**

Applications Close:—Friday, 9 May 2008.

Salary:—\$38,464–\$45,244 per annum.

Community and Health Services (Public Sector) Award, Technical Stream, Level 2.

Permanent full-time day work.

Location:—Clinical Services, Pharmacy, Royal Hobart Hospital.

Duties:—Work under the supervision of a pharmacist and following set procedures, dispense medications as prescribed for patients of the Royal Hobart Hospital (RHH) and other centres as required and supply medications for RHH inpatients as ordered on medication charts.

Co-ordinate the ordering, preparation and supply of aseptic pharmaceutical products including TPN and cytotoxics.

Prepare aseptic and other pharmaceutical products, as single extemporaneous items or batches as required, in accordance with approved procedures and under the supervision of a pharmacist.

Work with pharmacists on the wards by assisting in the management of Patients Own Medications, preparation of Pharmacy Care Plans, provision of Consumer Medication Information sheets, preparing patient counselling documents and discharge planning.

Assist in the management of the imprest system by regular liaison with clinical pharmacists and nursing staff in charge of wards and units to ensure that the levels are appropriate to the needs of the area.

Maintain knowledge of the specialized pharmacy software and ensure all pharmacy transactions are accurately recorded.

Other duties as directed by the Manager of the Pharmacy Department including those of the Pharmacy Stores Officer, Receptionist and administrative duties.

Essential Requirements:—An Associate Diploma from a recognised TAFE 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.

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

Enquiries to Tess Rivers, Department of Health and Human Services, phone (03) 6222 8495, email [tess.rivers@dhhs.tas.gov.au](mailto:tess.rivers@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## ACUTE HEALTH SERVICES

*Royal Hobart Hospital***Senior Physiotherapist (516206).**

Applications Close:—Friday, 9 May 2008.

Salary:—\$65,522–\$75,155 per annum.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional, Level 3.

Permanent full-time day worker.

Location:—Clinical Support Services, Royal Hobart Hospital and outlying areas.

Duties:—Provide and maintain optimal physiotherapy care to patients and their families at the Geriatric Evaluation and Management (GEM) Unit of the Royal Hobart Hospital.

Essential Requirements:—Current registration as a Physiotherapist in Tasmania in accordance with the Physiotherapists Registration Act 1999.

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

Enquiries to Jennie Delaney, Department of Health and Human Services, phone (03) 6222 7491, email [jennie.delaney@dhhs.tas.gov.au](mailto:jennie.delaney@dhhs.tas.gov.au).

You are encouraged to apply online at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart, Tasmania 7001.

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## HEALTH AND HUMAN SERVICES

## COMMUNITY HEALTH SERVICES

**Director of Nursing (Esperance) (505610).**

Applications Close:—Friday, 9 May 2008.

Salary:—\$80,978 per annum.

Nurses (TPS) Award, Registered Nurse, Level 5, Grade 1.

Permanent full-time day work.

Location:—Esperance Multipurpose Centre, Dover.

Duties:—Manage a range of community and hospital based services provided from the relevant site, including the management of resources and undertaking a leadership role in ensuring that clinical practice is in accordance with Agency performance objectives and community expectations. Facilitate the development and maintenance of strong communication links within the Agency and other government and non government agencies, community health service providers and other key groups and consumers regarding health service priorities. In collaboration with the Economic Development and Rural Health Manager, Huon Valley Council (HVC), develop and implement on-going quality improvement and client safety programmes. As part of a senior clinical practice management group, contribute to broader clinical management and service delivery issues, including policy review and the development of strategies to meet current and future service priorities.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania.

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

Enquiries to Peter Morgan, Department of Health and Human Services, phone (03) 6222 7237, email [peter.morgan@dhhs.tas.gov.au](mailto:peter.morgan@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## COMMUNITY HEALTH SERVICES

*Mental Health Services*

## South

**Community Mental Health Nurse (505359).**

Applications Close:—Friday, 9 May 2008.

Salary:—\$54,463–\$65,071 per annum.

Nurses (TPS) Award, Community FCH Nurse.

Permanent full-time shift work.

Location:—Adult Community Mental Health Service, Southern Region.

Duties:—The Community Nurse provides a specialist mental health service within the community setting for a designated client group, utilising evidence based practices and recovery principles, works within a multi-disciplinary team to deliver co-ordinated assertive case management including triage, crisis, intake and assessment and the development and implementation of individual service plans for designated clients and supports and works in collaboration with primary health care professionals within an identified region to provide care to clients in the community setting.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania. A current psychiatric nursing practising certificate or be authorised by the Nursing Board of Tasmania to work in a psychiatric nursing position. A current drivers licence.

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

Enquiries to Rosalind Cole, Department of Health and Human Services, phone (03) 6211 5000, mobile 0408 125 916, email [rosalind.cole@dhhs.tas.gov.au](mailto:rosalind.cole@dhhs.tas.gov.au).

You are encouraged to apply online at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001. Please do not send applications to the contact person.

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## HEALTH AND HUMAN SERVICES

## COMMUNITY HEALTH SERVICES

*Oral Health***Customer Service Officers—2 Vacancies.**

Applications Close:—Friday, 9 May 2008.

Salary:—\$38,464–\$41,681 pro rata.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 3.

Vacancy No. 500853.

Permanent full-time day work.

Location:—Oral Health Services South.

Vacancy No. 511927.

Permanent part-time day work, working 45.6 hours per fortnight.

Location:—Oral Health Services South.

Duties:—Provide an efficient reception service to all clients and centre based staff as well as administrative and clerical support to service providers.

Desirable Requirements:—Ability to communicate effectively and handle enquiries in a courteous and discreet manner.

Ability to work effectively either individually or as part of a team in an environment subject to work pressures and change.

Ability to undertake administrative duties, including the efficient operation of keyboard and word processing equipment, office automation systems and facsimile machines.

Enquiries to Theresa Nicholls, Department of Health and Human Services, phone (03) 6214 5473, email [theresa.nicholls@dhhs.tas.gov.au](mailto:theresa.nicholls@dhhs.tas.gov.au).

You are encouraged to apply online at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001. Please do not send applications to the contact person.

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## HEALTH AND HUMAN SERVICES

## COMMUNITY HEALTH SERVICES

*Primary Health*

## North

**Clinical Nurse Consultant (516497).**

Applications Close:—Friday, 9 May 2008.

Salary:—\$69,869–\$74,792 per annum.

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

Permanent full-time daywork.

Location:—George Town Hospital and Community Centre.

Duties:—Within a primary health care framework and in consultation with the Director of Nursing, co-ordinate the provision of high quality nursing and support services to clients accessing the hospital and community health services. Support the Director of Nursing in the co-ordination of resources and undertake a leadership role, providing a clinical resource for both hospital and community health nursing and support staff. Ensure that clinical practice is in accordance with Agency performance objectives and community expectations. Develop and maintain strong communication links within the Agency and with other health service providers, key community groups and consumers regarding hospital and community health services. Facilitate the provision of health promotion activities

within the community and as required act as a clinical resource to health care providers and community groups. Support the Director of Nursing by contributing to service delivery issues, including policy review, the development of strategies to meet current and future service priorities, quality improvement and client safety programmes.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania.

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

Enquiries to Beth Smith, Department of Health and Human Services, phone (03) 6380 3620, email [beth.smith@dhhs.tas.gov.au](mailto:beth.smith@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## COMMUNITY HEALTH SERVICES

*Primary Health*

## North

**Community Health Nurse Relief (504238).**

Applications Close:—Friday, 9 May 2008.

Salary:—\$54,463–\$65,071 per annum.

Nurses (TPS) Award, Community FCH Nurse.

Fixed-term casual shiftwork, hours as and when required, commencing As soon as possible for a period of 2 years.

Location:—Kings Meadows Community Health Centre.

Duties:—In accordance with Primary Health Care principles, Agency policies, legal requirements and professional competencies, the Community Health Nurse provides nursing care to individuals and families, participates in community needs assessments and the development and implementation of health promotion programmes. Collaborate with other members of the health care team to ensure the delivery of high quality health care.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania.

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

Enquiries to Louise Phillips, Department of Health and Human Services, phone (03) 6336 5109, email [louise.phillips@dhhs.tas.gov.au](mailto:louise.phillips@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## COMMUNITY HEALTH SERVICES

*Primary Health*

## North

**Domestic Services Officer (512923).**

Applications Close:—Friday, 9 May 2008.

Salary:—\$34,059–\$34,606 pro rata.

Community and Health Services (Public Sector) Award, Operational Stream, Level 4.

Fixed-term casual shiftwork, hours as and when required, commencing As soon as possible for a period of 2 years.

Location:—St Marys Community Health Centre.

Duties:—Provide a high standard of cleaning services within the St Marys Community Health Centre, which conforms with established hospital protocols and procedures and to assist in the preparation and delivery of meals to patients and staff.

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

Enquiries to Karen O'Shea, Department of Health and Human Services, phone (03) 6372 2111, email [smhc.manager@dhhs.tas.gov.au](mailto:smhc.manager@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## COMMUNITY HEALTH SERVICES

*Primary Health*

## North

**Enrolled Nurse (512951a).**

Applications Close:—Friday, 9 May 2008.

Salary:—\$44,751–\$46,010 pro rata.

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

Fixed-term casual shiftwork, hours as and when required, commencing As soon as possible for a period of 2 years.

Location:—St Marys Community Health Centre.

Duties:—In accordance with primary health care principles, Agency policies, legal requirements and ANMC competencies the Enrolled Nurse provides direct and indirect nursing care to the resident/client/patient under the direction and supervision of a Registered Nurse.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practice as an Enrolled Nurse in Tasmania.

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

Enquiries to Karen O'Shea, Department of Health and Human Services, phone (03) 6372 2111, email [smhc.manager@dhhs.tas.gov.au](mailto:smhc.manager@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## COMMUNITY HEALTH SERVICES

*Primary Health*

## Palliative Care

**Clinical Nurse (517511).**

Applications Close:—Friday, 9 May 2008.

Salary:—\$60,828–\$65,071 pro rata.

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

Fixed-term part-time day work (with oncall) working 45.6 hours per fortnight for a period of 12 months.

Location:—Parkside, Burnie.

Duties:—In accordance with Agency policy and legal requirements, the Community Nurse assists with planning, co-ordinating and evaluation of service provision to palliative care clients and their families/carers. Collaborates with other members of the health care team to ensure the delivery of high quality health care. The nursing practice will reflect a specialist interdisciplinary approach.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania.

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

Enquiries to Noni Morse, Department of Health and Human Services, phone (03) 6421 7739, email [noni.morse@dhhs.tas.gov.au](mailto:noni.morse@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## HUMAN SERVICES

*Children and Family Services*

## South East Area

## Family Violence Service

**Family Violence Worker-Children and Young Persons Programme, FVCSS, South (515212).**

Applications Close:—Friday, 9 May 2008.

Salary:—\$42,638–\$68,410 per annum.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional, Level 1-2.

Permanent full-time day work.

Location:—Family Violence Service, Hobart.

Duties:—To work as an effective member of the Family Violence Service (Children's Service) established as part of the Government's Safe at Home initiative. Provide specialist services to children and young people affected by family violence in accordance with best practice principles and within a collaborative and multidisciplinary framework. Provide programmes that incorporate multi-level assessments and interventions and address the needs of children and young people affected by family violence.

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

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

Enquiries to Liz Mulder, Department of Health and Human Services, phone (03) 62164394, email liz.mulder@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001. Please do not send applications to the contact.

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Disability Services*

#### ***Disability Officer RELIEF (502885).***

Applications Close:—Friday, 9 May 2008.

Salary:—\$38,464 pro rata.

Community and Health Services (Public Sector) Award, Operational Stream, Level 7.

Fixed-term casual shift work, hours as and when required, commencing As soon as possible for a period of 12 months.

Location:—Disability Services, North West.

Duties:—Provide supervision, effective support, education, training and advocate for people with disabilities. Ensure the safety and well being of clients by planning, implementing, monitoring and reviewing individual client programmes and services.

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

Enquiries to Coral Cole, Department of Health and Human Services, phone (03) 6434 4103, email coral.cole@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001. Please do not send applications to the contact.

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## HEALTH AND HUMAN SERVICES

### SHARED SERVICES

#### *Human Resources*

#### ***HR Consultant Systems Redesign (517790).***

Applications Close:—Friday, 9 May 2008.

Salary:—\$70,573–\$72,385 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 9.

Fixed-term full-time day work from As soon as possible for a period of 18 months.

Location:—Hobart.

Duties:—Responsible for the development, implementation and ongoing support of various Job Design and Establishment Management projects and initiatives. Such projects include the implementation of a Statement of Duties database management tool, HR's involvement in the Identity and Access Management project and Establishment Design consultancy and implementation.

Desirable Requirements:—Persuasion and Influencing Skills – ability to effectively influence, negotiate and liaise with a wide range of stakeholders in order to gain commitment and buy in for a variety of HR projects and initiatives. Initiative – individuals who proactively work to solve and implement solutions to a number of HR issues. Demonstrated high level knowledge of and experience in human resources, including a demonstrated understanding and experience in the use of human resource information systems.

Enquiries to Rachel Stride, Department of Health and Human Services, phone (03) 6233 4761, email rachel.stride@dhhs.tas.gov.au.

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

## HEALTH AND HUMAN SERVICES

### SHARED SERVICES

#### *Human Resources*

#### ***ProAct Administrator and Project Officer (517358).***

Applications Close:—Friday, 9 May 2008.

Salary:—\$56,101–\$59,721 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 7.

Permanent full-time day work.

Location:—Hobart.

Duties:—As a member of the ProAct-Empower Enhancement Project under the general supervision of the Manager, Business Improvement and Projects, the ProAct Administrator and Project Officer are responsible for provision of State-wide administration of the ProAct database including the maintenance, consistency, updating and payroll interface of the ProAct rostering system.

Desirable Requirements:—A sound knowledge of the operation and administration of a ProAct rostering system and rostering practices within the Agency and proven experience in the management, application and administration of such systems and their operation in a complex and changing work environment. Demonstrated knowledge and understanding of the principles of contemporary project management, together with conceptual and analytical skills and a high degree of adaptability and ability to plan and prioritise activities and identify relevant issues. Well developed research, evaluation and training skills with a broad range of audiences.

Enquiries to Justin Giles-Clark, Department of Health and Human Services, phone (03) 6233 6046, email justin.giles-clark@dhhs.tas.gov.au.

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

## HEALTH AND HUMAN SERVICES

### SHARED SERVICES

#### *Human Resources*

#### **Senior Pay/Personnel Officer (516259).**

Applications Close:—Friday, 9 May 2008.

Salary:—\$48,862–\$50,671 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 5.

Permanent full-time day work.

Location:—North.

Duties:—As a member of the Pay/Personnel Unit assist the Advisor, Pay/Personnel and Advisor, Training and Development in staff supervision, undertaking quality improvement and training activities, co-ordinating special projects and providing a pay/personnel service.

Desirable Requirements:—Extensive knowledge and experience in the interpretation and application of employment legislation with an emphasis on payroll and personnel functions. Demonstrated experience and the ability to use HR Information systems together with well developed computer skills including competency in the use of word processing, spreadsheet and database packages. Demonstrated capacity to display initiative and sound conceptual and analytical skills in solving problems and contributing to ideas and initiatives within the Unit. Ability to make timely and accurate decisions when there are departures from routine.

Enquiries to Jennifer Beatty, Department of Health and Human Services, phone (03) 6336 5489, email jennifer.beatty@dhhs.tas.gov.au.

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

## HEALTH AND HUMAN SERVICES

### SHARED SERVICES

#### *Information Services*

#### **IT Consultant—2 Vacancies.**

Applications Close:—Friday, 9 May 2008.

Salary:—\$63,340–\$66,962 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream Computer Systems Officer, Level 8 (CSO 3).

Vacancy No. 500322.

Permanent full-time day work.

Location:—Hobart.

Vacancy No. 516513.

Permanent full-time day work.

Location:—Hobart.

Duties:—As part of the IT Servers team ensure that all IT Server based Systems are operational to agreed standards of service, provide high level systems administration functions,

manage a selection of server, storage and other ICT related projects, provide technical leadership and mentoring for staff, undertake client liaison and consultation at a high level, undertake policy and process analysis and development in relation to ICT server and systems operations.

Desirable Requirements:—Demonstrated high level experience and skills in server based systems administration functions and support services, especially in Microsoft based technologies, within a large organisation. Demonstrated high level experience and skills in the provision of computer networks, storage and database technical support within a large organisation. Proven IT consultancy, liaison and advisory skills enabling communication of information to all levels of staff within the Agency and the ability to take a leadership role within a small team.

Enquiries to Sim Alam, Department of Health and Human Services, phone (03) 6233 6072, email sim.alam@dhhs.tas.gov.au.

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

## INFRASTRUCTURE, ENERGY AND RESOURCES

### CORPORATE SERVICES DIVISION

#### *Information Management*

#### **Senior Records Officer (372014).**

Applications Close:—Friday, 9 May 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Hobart.

Duties:—Contribute to the delivery of effective, efficient and quality corporate information management advice and services by developing and undertaking quality assurance processes and the promotion and training of staff in records management processes.

Desirable Requirements:—Completion of, or progress toward a certificate in Records Management or equivalent.

Enquiries to Des Moores, Manager Corporate Information Services, Department of Infrastructure, Energy and Resources, phone (03) 6233 5189, email desmond.moore@dier.tas.gov.au.

Applications to Manager, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936, Hobart, 7001, phone (03) 6233 5272, fax (03) 6233 5337, email hr@dier.tas.gov.au.

## INFRASTRUCTURE, ENERGY AND RESOURCES

### LAND TRANSPORT SAFETY

#### *Registration and Licensing Branch*

#### **Driver Testing Officer—2 Vacancies.**

Applications Close:—Friday, 9 May 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Vacancy No. 372120.

Permanent part-time 7.35 hours per fortnight.

Location:—Queenstown and surrounds.

Vacancy No. 372121.

Permanent part-time 7.35 hours per fortnight.

Location:—St Helens and surrounds.

Duties:—To deliver a fair and consistent on-road driving test across different car test types, including older drivers, provisional applicants and overseas applicants, in accordance with DIER's business rules, manuals and guidelines.

Desirable Requirements:—Certificate IV in Training and Assessment (TAA).

Extensive work experience in a relevant field.

Essential Requirements:—A current full car driver 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 traffic offences. Traffic offences that have resulted in suspension or disqualification in the previous two years.

Enquiries to Geoff Blight, Manager Driver Testing, Department of Infrastructure, Energy and Resources, phone (03) 6233 5604, email geoffrey.blight@dier.tas.gov.au.

Applications to Manager, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936, Hobart, 7001, phone (03) 6233 5004, fax (03) 6233 5337, email hr@dier.tas.gov.au.

To be considered for an interview an applicant must address the selection criteria that are contained in the Statement of Duties. A Job Kit and Statement of Duties may be obtained at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) or by contacting Ellie Conway on (03) 6233 5004 or [hr@dier.tas.gov.au](mailto:hr@dier.tas.gov.au).

#### INFRASTRUCTURE, ENERGY AND RESOURCES

##### PASSENGER TRANSPORT

##### *Passenger Transport Services*

#### ***Business Systems Officer (372117).***

Applications Close:—Friday, 9 May 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Fixed-term full-time for 2 years.

Location:—Hobart.

Duties:—Provide and co-ordinate system development, integration and administration support within the Passenger Transport Services Branch during the implementation of the recommendations of the Core Passenger Service Review.

Desirable Requirements:—An appropriate tertiary qualification in a relevant discipline.

Enquiries to Bernard Carlington, Manager Passenger Transport Services, Department of Infrastructure, Energy and Resources, phone (03) 6233 2119, email [bernard.carlington@dier.tas.gov.au](mailto:bernard.carlington@dier.tas.gov.au).

Applications to Manager, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936, Hobart, 7001, phone (03) 6233 5272, fax (03) 6233 5337, email [hr@dier.tas.gov.au](mailto:hr@dier.tas.gov.au).

#### INFRASTRUCTURE, ENERGY AND RESOURCES

##### ROADS AND TRAFFIC

##### *Programming and Delivery*

#### ***Senior Contract Supervisor (371916).***

Applications Close:—Friday, 9 May 2008.

Salary:—\$62,286 per annum.

Technical Employees Award, Level 5.

Permanent full-time.

Location:—Launceston.

Duties:—Manage contracts for Road and Bridge Network construction projects.

Desirable Requirements:—Nil.

Essential Requirements:—A Current Driver Licence.

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

Enquiries to Frank Giana, Construction Superintendent, Department of Infrastructure, Energy and Resources, phone (03) 6233 6367, email [frank.giana@dier.tas.gov.au](mailto:frank.giana@dier.tas.gov.au).

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

To be considered for an interview an applicant must address the selection criteria that are contained in the Statement of Duties. A Job Kit and Statement of Duties may be obtained at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) or by contacting Katherine Noonan on (03) 6233 2077 or [hr@dier.tas.gov.au](mailto:hr@dier.tas.gov.au).

#### INFRASTRUCTURE, ENERGY AND RESOURCES

##### ROADS AND TRAFFIC

##### *Programming and Delivery*

#### ***Senior Contract Supervisor (372115).***

Applications Close:—Friday, 9 May 2008.

Salary:—\$62,286 per annum.

Technical Employees Award, Level 5.

Permanent full-time.

Location:—Hobart.

Duties:—Manage contracts for Road and Bridge Network construction projects.

Desirable Requirements:—Nil.

Essential Requirements:—A Current Driver Licence.

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

Enquiries to Frank Giana, Construction Superintendent, Department of Infrastructure, Energy and Resources, phone (03) 6233 6367, email [frank.giana@dier.tas.gov.au](mailto:frank.giana@dier.tas.gov.au).

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

To be considered for an interview an applicant must address the selection criteria that are contained in the Statement of Duties. A Job Kit and Statement of Duties may be obtained at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) or by contacting Katherine Noonan on (03) 6233 2077 or [hr@dier.tas.gov.au](mailto:hr@dier.tas.gov.au).

#### JUSTICE

##### CORPORATE SERVICES

##### *Human Resources Branch*

#### ***Co-ordinator Pay and Conditions (350082).***

Applications Close:—Friday, 9 May 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

Duties:—Co-ordinate the operations of the Pay and Conditions Section and associated systems to ensure the efficient and effective delivery of services to clients. Provide advice to output managers on salary and conditions of employment and related matters. Act as system administrator

for Empower-HR and related information management and transaction systems.

**Desirable Requirements:**—A sound knowledge of the human resources information management systems, including, desirably, Empower-HR, and related processing arrangements and the application of technology in business improvement. High-level understanding of contemporary human resources, industrial and people management issues.

Enquiries to Nigel McCulloch, Director, Human Resources, Department of Justice, phone (03) 6233 2303, email [nigel.mcculloch@justice.tas.gov.au](mailto:nigel.mcculloch@justice.tas.gov.au).

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Daphne Webb on (03) 6233 6809.

The Department prefers electronic submission of applications, which will be acknowledged by email upon submission. Please ensure that your application is one attachment in either Microsoft Word format or RTF (rich text format). Only those applicants shortlisted for interview will be contacted.

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

JUSTICE

CORPORATE SERVICES

*Strategic Systems*

**Project Manager Rental Deposit Authority (355621).**

Applications Close:—Friday, 9 May 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Fixed-term full-time commencing As soon as possible for a period of 2 years.

Location:—Hobart.

**Duties:**—Deliver the project outputs, as agreed by the Project Steering Committee, for the development, implementation and establishment of a Tasmanian Rental Deposit Authority within the agreed budget and timeframe. Responsible for organising the project into one or more sub-projects, managing the day-to-day aspects of the project, developing the Project Execution Plan(s), resolving planning and implementation issues, and monitoring progress and budget.

**Desirable Requirements:**—Demonstrated high level project management skills including knowledge of and experience in the creation of project outputs and their role in the achievement of outcomes/benefits in projects. Appropriate tertiary qualifications in a policy related discipline.

Enquiries to Jonathon Rees, Director Strategic Systems, Corporate Services, Department of Justice, phone (03) 6233 3971, email [jonathon.rees@justice.tas.gov.au](mailto:jonathon.rees@justice.tas.gov.au).

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Daphne Webb on (03) 6233 6809.

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

JUSTICE

WORKCOVER

**Advisory Programme Co-ordinator (356071).**

Applications Close:—Friday, 9 May 2008.

Salary:—\$53,188–\$55,020 pro rata.

Administrative and Clerical Employees Award, Level 6.

Permanent part-time working 44.10 hours per fortnight.

Location:—Rosny.

**Duties:**—Co-ordinate the development and implementation of WorkCover Advisory Unit projects and programmes. Undertake project research and analysis including the development of project plans, reports, recommendations and associated documents and papers.

**Desirable Requirements:**—A current drivers licence.

Enquiries to Pamela Atkinson, OHS Advisor, WorkCover, Department of Justice, phone (03) 6233 7671, email [pamela.atkinson@justice.tas.gov.au](mailto:pamela.atkinson@justice.tas.gov.au).

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Pamela Atkinson on (03) 6233 7671.

The Department prefers electronic submission of applications, which will be acknowledged by email upon submission. Please ensure that your application is one attachment in either Microsoft Word format or RTF (rich text format). Only those applicants shortlisted for interview will be contacted.

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

JUSTICE

WORKCOVER

**Project Officer (355793).**

Applications Close:—Friday, 9 May 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Permanent full-time.

Location:—Rosny.

**Duties:**—Assist with the co-ordination of WorkCover promotional activity, projects and events and the production and promotion of publications and other written material that supports WorkCover objectives and programmes.

**Desirable Requirements:**—A current drivers licence.

Enquiries to Christine Bray, Campaign and Events Co-ordinator, Department of Justice, phone (03) 6233 7594, email [christine.bray@justice.tas.gov.au](mailto:christine.bray@justice.tas.gov.au).

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Joanne Ashwood on (03) 6233 4988.

The Department prefers electronic submission of applications, which will be acknowledged by email upon submission. Please ensure that your application is one attachment in either Microsoft Word format or RTF (rich text format). Only those applicants shortlisted for interview will be contacted.

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

PRIMARY INDUSTRIES AND WATER

BIOSECURITY AND PRODUCT INTEGRITY

*Diagnostic Services*

**Senior Technical Officer (702801).**

Applications Close:—Friday, 9 May 2008.

Salary:—\$53,188–\$56,854 per annum.

Technical Employees Award, Level 4.

Permanent full-time.

Location:—Mt Pleasant (Prospect).

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

Duties:—Provide high level technical advice and support services to ensure the efficient and effective operation of the Clinical Pathology Laboratories; procure resources to support the provision of the diagnostic and investigatory services of the Animal Health Laboratory (AHL); and co-ordinate and manage the provision of technical support for all areas of the Laboratory according to seasonal needs.

Essential Requirements:—A Diploma from a recognised TAFE institution, or an equivalent qualification, appropriate to the nature of the work.

Qualification Appropriate to the Nature of the Work:—For the purpose of the previous section, a Diploma appropriate to the nature of the work is a Diploma in Laboratory Technology.

Desirable Requirements:—A current motor vehicle driver's licence.

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

Enquiries to Leonie Tubb, phone (03) 6336 5444, email [leonie.tubb@dpiw.tas.gov.au](mailto:leonie.tubb@dpiw.tas.gov.au).

Applications to Robyn Campain, Administrative Assistant, Diagnostic Services, Department of Primary Industries and Water, P.O. Box 46, Kings, Meadows, Tas, 7249, phone (03) 6336 5406, fax (03) 6336 5374, email [robyn.campain@dpiw.tas.gov.au](mailto:robyn.campain@dpiw.tas.gov.au).

PRIMARY INDUSTRIES AND WATER

BIOSECURITY AND PRODUCT INTEGRITY

*Plant Health*

**Plant Health Officer (702806).**

Applications Close:—Friday, 9 May 2008.

Salary:—\$62,286–\$67,714 per annum.

Professional Employees Award, Level 2.

Permanent full-time.

Location:—New Town.

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

Duties:—As a senior professional practitioner and a member of a multibranch team in the Biosecurity and Product Integrity Division, contribute to building an effective biosecurity system that demonstrates and protects Tasmania's island advantage.

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

Appropriate Course of Study:—For the purpose of the previous section, an appropriate course of study is a Degree in Science or Agricultural Science or an equivalent qualification from a recognised tertiary institution.

Desirable Requirements:—A current motor vehicle driver's licence.

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

Enquiries to Helen Measham, phone (03) 6233 6833, email [helen.measham@dpiw.tas.gov.au](mailto:helen.measham@dpiw.tas.gov.au).

Applications to Jill Roberts, Administrative Assistant, Diagnostic Services, Department of Primary Industries and Water, 13 St Johns Avenue, New Town, Tas, 7008, phone (03) 6233 7580, fax (03) 6278 2716, email [jilli.roberts@dpiw.tas.gov.au](mailto:jilli.roberts@dpiw.tas.gov.au).

PRIMARY INDUSTRIES AND WATER

CORPORATE SERVICES

*Human Resources Management*

**Senior HRM Consultant (People Development) (702807).**

Applications Close:—Friday, 9 May 2008.

Salary:—\$71,326–\$73,143 per annum.

Administrative and Clerical Employees Award, Level 9.

Permanent full-time.

Location:—Hobart.

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

Duties:—Contribute to people management strategies that aim to build the capability of the Department through the provision of a high level consultancy in the areas of learning and development, leadership and management development and induction. Play a key role in the design and implementation of programmes and policies related to people development.

Desirable Requirements:—A tertiary qualification in a relevant discipline would be highly regarded. A current motor vehicle drivers licence.

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

Enquiries to Karen Steenhuis, phone (03) 6233 3025, email [karen.steenhuis@dpiw.tas.gov.au](mailto:karen.steenhuis@dpiw.tas.gov.au).

Applications to Manager, Human Resources Management Branch, Department of Primary Industries and Water, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6233 3004, fax (03) 6233 2660, email [jonathan.horne@dpiw.tas.gov.au](mailto:jonathan.horne@dpiw.tas.gov.au).

TAFE TASMANIA

DELIVERY TEAMS

**Teacher (Plumbing and Gas Fitting) (000702).**

Applications Close:—Friday, 9 May 2008.

Salary:—\$44,085–\$65,971 per annum.

TAFE Teachers Award, Teacher.

Permanent full-time.

Location:—South.

Duties:—Responsible to the designated Team Leader for teaching and co-ordination duties as may be required.

Desirable Requirements:—Successful completion of an

apprenticeship and trade certificate or equivalent technical or commercial qualifications (including a technician certificate) or a Degree, Diploma, or Associate Diploma deemed appropriate to the teaching area and a minimum of 3 years relevant vocational or industrial experience, or other appropriate experience deemed relevant by the controlling authority.

Certificate IV in Training and Assessment, or Certificate IV in Assessment and Workplace Training, or equivalent.

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).

Enquiries to Owen Smith, Team Leader, Plumbing and Refrigeration, TAFE Tasmania, phone (03) 6214 4401, email [Owen.Smith@tafe.tas.edu.au](mailto:Owen.Smith@tafe.tas.edu.au).

Applications to Human Resources Branch (Recruitment), TAFE Tasmania, G.P.O. Box 1625, Hobart 7001, phone (03) 6233 4637, fax (03) 6231 2254, email [HRRRecruitment@tafe.tas.edu.au](mailto:HRRRecruitment@tafe.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 TAFE Tasmania.

If no acknowledgement or system generated response is received contact should be made with the Human Resources Branch on (03) 6233 4637.

TAFE TASMANIA

DELIVERY TEAMS

*Agriculture and Forestry, North West*

**Administrative Assistant (000700).**

Applications Close:—Friday, 9 May 2008.

Salary:—\$38,927–\$42,233 pro rata.

Administrative and Clerical Employees Award, Level 3.

Permanent part-time 0.4 FTE, 29.4 hours per fortnight.

Location:—Burnie.

Duties:—Experienced clerical level involved in maintenance of TAFE Tasmania's processes and/or maintenance of databases, and/or provision of a client focussed reception service.

Previous experience with the Forest industry would be an advantage. Also desirable are good computer skills with an ability to adapt to TAFE systems.

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).

Enquiries to Mick Burn, Team Leader Agriculture and Forestry NW, TAFE Tasmania, phone (03) 6434 5836, mobile 0418 661 261, email [Michael.Burn@tafe.tas.edu.au](mailto:Michael.Burn@tafe.tas.edu.au).

Applications to Human Resources Branch (Recruitment), TAFE Tasmania, G.P.O. Box 1625, Hobart 7001, phone (03) 6233 4637, fax (03) 6231 2254, email [HRRRecruitment@tafe.tas.edu.au](mailto:HRRRecruitment@tafe.tas.edu.au).

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TAFE TASMANIA

DELIVERY TEAMS

*Agriculture and Forestry, North West*

**Farm Operations Manager (330601).**

Applications Close:—Friday, 9 May 2008.

Salary:—\$47,675–\$51,358 per annum.

Technical Employees Award, Level 3.

Fixed-term full-time From 12 June 2008 for a 2 year period.

Location:—Burnie Campus, Freer Farm.

Duties:—To provide technical support to teachers engaged in the delivery of programmes, requiring the application of conventional practices.

It will be a condition of employment that the successful applicant for the Farm Operations Manager will be required to reside at the TAFE Tasmania farm house and that a nominal rent will apply.

Essential Requirements:—An Associate Diploma from a recognised TAFE 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.

Desirable Requirements:—Three years post qualification experience. Extensive practical experience in agriculture. Experience in livestock and cropping operations preferably under Tasmanian conditions. Medical certificate certifying fitness for heavy physical work. Current drivers licence with heavy/rigid extension. A current Chem Cert Certificate and First Aid Certificate Level II or the ability to obtain.

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).

Enquiries to Mick Burn, Team Leader Agriculture and Forestry NW, TAFE Tasmania, phone (03) 6434 5836, mobile 0418 661 261, email [Michael.Burn@tafe.tas.edu.au](mailto:Michael.Burn@tafe.tas.edu.au).

Applications to Human Resources Branch (Recruitment), TAFE Tasmania, G.P.O. Box 1625, Hobart 7001, phone (03) 6233 4637, fax (03) 6231 2254, email [HRRRecruitment@tafe.tas.edu.au](mailto:HRRRecruitment@tafe.tas.edu.au).

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If no acknowledgement or system generated response is received contact should be made with the Human Resources Branch on (03) 6233 4637.

TAFE TASMANIA

DRYSDALE INSTITUTE

**Teacher (Service of Food and Beverage) (331215).**

Applications Close:—Friday, 9 May 2008.

Salary:—\$44,085–\$65,971 per annum.

TAFE Teachers Award, Teacher.

Fixed-term full-time As soon as possible until 23/12/08.

Location:—Drysdale South.

We are seeking an enthusiastic person with extensive front of house experience, including high level knowledge of contemporary food and beverage, in addition to an understanding of the hospitality industry.

Duties:—Responsible to the designated Team Leader for teaching and co-ordination duties as may be required.

Desirable Requirements:—Successful completion of an apprenticeship and trade certificate or equivalent technical or commercial qualifications (including a technician certificate) or a Degree, Diploma, or Associate Diploma deemed appropriate to the teaching area and a minimum of 3 years relevant vocational or industrial experience, or other appropriate experience deemed relevant by the controlling authority. Certificate IV in Assessment and Workplace Training, or equivalent.

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).

Enquiries to Robin Black, A/Team Leader, Hospitality, TAFE Tasmania, phone (03) 6233 7195, email [Robin.Black@tafe.tas.edu.au](mailto:Robin.Black@tafe.tas.edu.au).

Applications to Human Resources Branch (Recruitment), TAFE Tasmania, G.P.O. Box 1625, Hobart 7001, phone (03) 6233 4637, fax (03) 6231 2254, email [HRRecruitment@tafe.tas.edu.au](mailto:HRRecruitment@tafe.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 TAFE Tasmania.

If no acknowledgement or system generated response is received contact should be made with the Human Resources Branch on (03) 6233 4637.

TAFE TASMANIA  
LEARNING AND INNOVATION  
*Student Support Services*

**Educational Interpreter (000672).**

Applications Close:—Friday, 9 May 2008.

Salary:—\$44,019–\$47,675 pro rata.

Administrative and Clerical Employees Award, Level 4.

Fixed-term part-time As soon as possible until 28/11/08, 50 hours per fortnight.

Location:—Hobart.

Duties:—Give deaf students access to the spoken language of the TAFE community and vice versa. Provide equal opportunities for the effective participation of students and teachers in the learning environment.

Desirable Requirements:—Appropriate language studies.

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).

Enquiries to June Mezger, Team Leader, Student Support Services, TAFE Tasmania, phone (03) 6336 4223, mobile 0418 144 936, email [June.Mezger@tafe.tas.edu.au](mailto:June.Mezger@tafe.tas.edu.au).

Applications to Human Resources Branch (Recruitment), TAFE Tasmania, G.P.O. Box 1625, Hobart 7001, phone (03) 6233 4637, fax (03) 6231 2254, email [HRRecruitment@tafe.tas.edu.au](mailto:HRRecruitment@tafe.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 TAFE Tasmania.

If no acknowledgement or system generated response is received contact should be made with the Human Resources Branch on (03) 6233 4637.

TAFE TASMANIA

ORGANISATIONAL AND BUSINESS DEVELOPMENT

*Human Resources Branch*

**Graduate Project/Research Officer (Human Resources) (331447).**

Applications Close:—Friday, 9 May 2008.

Salary:—\$38,927–\$49,523 per annum.

Administrative and Clerical Employees Award, Administrative Trainee (Graduate Recruit) A and C, Level 3-1 to 5-1.

Permanent full-time.

Location:—Hobart.

Duties:—To provide research, administrative and project/case management support to Senior Management across a broad range of human resource issues. This work will include problem solving, analysis of complex issues, investigation and research into human resources and employee relations issues, liaison within TAFE Tasmania and with other agencies on a broad range of human resource operational issues.

Essential Requirements:—A degree or a tertiary qualification in a relevant discipline.

Desirable Requirements:—Experience in or understanding of a Human Resource Service environment.

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).

Enquiries to Jenny Thomas, A/Manager Human Resources, TAFE Tasmania, phone (03) 6233 4610, mobile 0418 112 901, email [Jenny.Thomas@tafe.tas.edu.au](mailto:Jenny.Thomas@tafe.tas.edu.au).

Applications to Human Resources Branch (Recruitment), TAFE Tasmania, G.P.O. Box 1625, Hobart 7001, phone (03) 6233 4637, fax (03) 6231 2254, email [HRRecruitment@tafe.tas.edu.au](mailto:HRRecruitment@tafe.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 Resources Branch on (03) 6233 4637.

THE PUBLIC TRUSTEE

TRUSTEE SERVICES

**Client Account Manager (790149).**

Applications Close:—Friday, 9 May 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Burnie.

Duties:—The Client Account Manager will provide effective management of a basic estate and trust administration caseload in accordance with relevant legislation, procedural guidelines and client instructions while exercising a formal discretion in relation to the management of these estates and trusts.

Desirable Requirements:—Candidates should have a good knowledge of or experience in the trustee industry or an associated industry, or the ability to acquire such knowledge quickly. This person will have the ability to work effectively either individually or as part of a team, well developed

communication and interpersonal skills including the ability to deal with a wide range of people in a sensitive and confidential manner and the ability to promote excellent client service through identifying and understanding client needs and building effective relationships.

**Additional Text:**—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 Michael Brindley, North West Branch Manager, The Public Trustee, P.O. Box 138, BURNIE TAS 7320, phone 6434-6411, email [mbrindley@publictrustee.tas.gov.au](mailto:mbrindley@publictrustee.tas.gov.au).

Applications to Anna Vincent, Executive Assistant, The Public Trustee, 116 Murray Street, HOBART TAS 7001, phone 6233-7611, email [avincent@publictrustee.tas.gov.au](mailto:avincent@publictrustee.tas.gov.au).

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

TREASURY AND FINANCE  
CORPORATE SUPPORT DIVISION  
*Human Resources Branch*

**Principal Human Resource Officer (723824).**

Applications Close:—Friday, 9 May 2008.

Salary:—\$71,326–\$73,143 per annum.

Administrative and Clerical Employees Award, Level 9.

Permanent full-time.

Location:—Hobart.

**Duties:**—As a senior member of the Human Resources Branch, the Principal Human Resource Officer will support and assist the Assistant Director, Human Resources in the development and delivery of contemporary human resource management policies and practices for the Department and provide high level advice on human resource issues which contribute to and support the achievement of the corporate objectives of the Department.

In the context of the selection criteria, to be successful in the position applicants will:—demonstrate broad-based HR skills and knowledge of contemporary practices, have excellent team leadership ability, possess high-level communication and inter-personal skill and create excellent client relationships and respond effectively to client needs.

**Desirable Requirements:**—Relevant tertiary, or industry recognised, qualifications and affiliations are highly desirable.

Enquiries to Joy Crane, Assistant Director, Human Resources Branch, Department of Treasury and Finance, phone (03) 6233 4896, email [joy.crane@treasury.tas.gov.au](mailto:joy.crane@treasury.tas.gov.au).

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

Applications MUST address the selection criteria outlined in the Statement of Duties. Statement of Duties and Job Kits are available on the internet at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) or alternatively by phoning Melissa Webster on (03) 6233 3483.

## Staff Movements

### *Resignation of Permanent Employees*

<i>Agency</i>	<i>Position No. and Title</i>	<i>Occupant's Name</i>	<i>Date Effective</i>
Education	203408 Teacher	K. Livermore	08.02.08
Education	590673 Senior IT Support Officer	J. Smith	16.04.08
Education	201378 Teacher	P. Scanlon	20.02.08
Education	961060 Systems Support and Development Officer	B. Dwyer	06.03.08
Education	954854 Teacher	P. Dowling	19.03.08
Education	954073 School Attendant	S. Hallam	31.03.08
Education	960864 Network Controller	M. Webb	01.04.08
Education	960195 School Attendant	J. Hall	02.04.08
Health & Human Services	503659 Patient Services Officer	R. Smith	11.04.08
Health & Human Services	504590 Clinical Nurse Consultant	C. Kinnane	28.03.08
Health & Human Services	511455 Communication and Marketing Officer	R. Hofman	15.04.08
Infrastructure, Energy & Resources	371343 Principal Policy Analyst	D. Berry	18.04.08
Justice	354481 Crown Counsel	M. P. Shirley	02.04.08
Premier & Cabinet	001255 Policy Analyst	A. Fearnley Sander	18.04.08
Primary Industries & Water	701950 Operations Manager Fox Eradication	C. Parker	16.04.08

### *Termination of Permanent Employees*

<i>Agency</i>	<i>Occupant's Name</i>	<i>Title and Position No.</i>	<i>Termination Date</i>
Environment, Parks, Heritage & the Arts	K. Meyer	Product Systems Co-ordinator 424755	11.01.08
Environment, Parks, Heritage & the Arts	G. Murray	Manager Sales and Marketing 671735	04.04.08
Environment, Parks, Heritage & the Arts	T. Hanson	Manager Electronic Business 671594	01.04.08
Environment, Parks, Heritage & the Arts	J. Richardson	Senior Environmental Officer 334235	04.04.08

*Permanent Appointments*

<i>Agency</i>	<i>Position Number and Position Title</i>	<i>Occupant's Name</i>	<i>Probation Period</i>	<i>Date of Appointment</i>
Education	961076 Liaison and Development Officer	M. Jenkins	six months	30.01.08
Education	962602 Pathway Planning Officer	D. Jacobson	six months	11.02.08
Education	962435 Pathway Planning Officer	M. Snyders	six months	11.02.08
Education	962600 Pathway Planning Officer	D. Crispin	six months	11.02.08
Education	960705 Guidance Officer	K. Spanjer	six months	12.02.08
Education	962943 Online Access Centre Co-ordinator	E. Conway	six months	06.03.08
Education	963251 Senior Project Officer	A. Mulcahy	six months	17.03.08
Education	962945 Manager Learning and Innovation Team	L. Plunkett	six months	14.04.08
Education	953413 School Attendant	K. Gillie	six months	02.04.08
Environment, Parks, Heritage & the Arts	706165 Senior Environmental Officer	G. Brown	6 months	10.04.08
Environment, Parks, Heritage & the Arts	706087 Aborist	A. Hodgman	6 months	15.04.08
Health & Human Services	510169 Senior Nuclear Medicine Technologist	F. Lee	6 months	14.04.08
Health & Human Services	513312 Administrative Officer	R. Faulks	6 months	23.04.08
Health & Human Services	517534 Senior IT Officer (Application Administrator)	J. Birch	6 months	08.04.08
Health & Human Services	501689 Child Protection Worker	L. Parthenios	6 months	21.04.08
Health & Human Services	506342 ACAT Assessor (Nursing)	S. Heaton	6 months	15.04.08
Health & Human Services	506342 ACAT Assessor (Nursing)	S. Heaton	6 months	15.04.08
Health & Human Services	517519 Registered Nurse	M. Armstrong	6 months	21.04.08
Health & Human Services	517592 Registered Nurse	S. Jim	6 months	21.04.08
Health & Human Services	517593 Registered Nurse	R. Dicker	6 months	21.04.08
Health & Human Services	502185 Registered Nurse	D. Munday	6 months	21.04.08
Health & Human Services	502091 Registered Nurse	S. Swain	6 months	21.04.08
Health & Human Services	516879 Library Assistant	P. Nimanis	6 months	11.04.08
Health & Human Services	513686 Registered Nurse	D. Stewart	6 months	20.04.08
Health & Human Services	505548 Community Health Nurse	A. Scott	6 months	28.04.08
Health & Human Services	504511 Registered Nurse	J. Brown	6 months	15.04.08
Infrastructure, Energy & Resources	421318 Executive Assistant to the Director MRT	N. Hempenstall	6 months	21.04.08
Justice	355985 Probation Officer	D. Robertson	5 months	14.04.08
Justice	356051 Communications Consultant	G. Cork	Six months	15.04.08
Justice	355910 Cleaner	I. Campbell	Six months	08.04.08
Premier & Cabinet	001368 Manager Financial Support	L. deVille	6 Months	03.04.08
Primary Industries & Water	702773 Finance Analyst	E. Pena	6 months	21.04.08
Primary Industries & Water	702719 Program Manager (Surveying Services)	J. McCullum	6 months	14.04.08
Port Arthur Historic Site Management Authority	-- Ghost Tour Supervisor	L. Leworthy	Nil	08.04.08

*Fixed-term Appointments of Greater than 12 Months*

<i>Agency</i>	<i>Position Number and Position Title</i>	<i>Occupant's Name</i>	<i>Probation Period</i>	<i>Duration</i>
Environment, Parks, Heritage & the Arts	706080 Redevelopment Content Manager	W. Seager	6 months	4 years
Primary Industries & Water	702549 Veterinary Pathologist	E. Cabana	16 weeks	23 months

*Promotion of Permanent Employees*

<i>Agency</i>	<i>Position No. and Title</i>	<i>Occupants Name</i>	<i>New Agency</i>	<i>New Position No. and New Title</i>	<i>Date of Movement</i>
Education	590836 Web Publishing Officer	W. Bester	Education	961584 Document Management Administrator	10.03.08
Education	962397 IT Support Officer	A. De Vries	Education	962205 Senior IT Support Officer	10.03.08
Education	960684 Guidance Officer	D. Williams	Education	981166 Senior Guidance Officer	10.03.08
Education	E590245 Clerical Administrative Officer	P. Heathcote	Education	590254 Senior Project Officer	17.03.08
Education	500004 Senior Asset Development Officer	B. Wheeler	Education	597841 Senior Project Officer	26.03.08
Education	962668 Graduate Recruit (Admin Trainee)	N. Jacobs	Education	962404 Communications Project Officer	17.03.08
Education	960256 Senior HR Consultant OH & S	C. Thristan	Education	960255 Manager Employee Health and Rehabilitation	01.04.08
Education	650066 Manager Resource and Access	A. Brown	Education	650101 Senior Manager Reference and Online Services	03.04.08
Education	201835 Advanced Skills Teacher	C. Avery	Education	201742 Assistant Principal	10.04.08
Education	963043 Senior IT Support Officer	W. Bonney	Education	951274 IT Consultant	13.03.08
Education	200019 Principal B3L4	S. Templeton	Education	200661 Principal B3L5	01.04.08
Education	305082 Administrative Officer	M. French	Education	305705 School Executive Officer	31.01.08
Health & Human Services	516236 Pay/Personnel Officer	N. Tubb	Education	960287 HR Operations Officer	14.01.08
Treasury & Finance	723378 Budget Officer	S. Wilson	Education	950843 Internal Auditor	11.02.08
Health & Human Services	510896 Administrative Assistant	S. McKay	Health & Human Services	500440 IP&M Senior Client Services Officer	11.04.08
Health & Human Services	502276 Registered Nurse Level 1	K. Britton	Health & Human Services	502165 Registered Nurse Level 2	20.04.08
Health & Human Services	505440 Senior Clerk	S. Moore	Health & Human Services	505863 Finance Officer	02.04.08
Health & Human Services	509746 Clinical Services Support Officer	V. Holmes	Health & Human Services	515999 Executive Support Officer	21.04.08
Health & Human Services	501467 Client Support Officer	C. Bennett	Health & Human Services	517267 Executive Assistant	21.04.08
Health & Human Services	508536 Registered Nurse	H. Ladd	Health & Human Services	508526 Clinical Nurse	02.04.08
Health & Human Services	515857 Registered Nurse	T. Hanel	Health & Human Services	508527 Clinical Nurse	02.04.08
Health & Human Services	513681 Registered Nurse	K. Edwards	Health & Human Services	508528 Clinical Nurse	02.04.08
Premier & Cabinet	000596 Executive Officer, Policy and Research	R. Nielsen	Premier & Cabinet	000523 Policy Analyst	16.04.08
Treasury & Finance	723861 Senior Property Officer	L. Monaghan	Primary Industries & Water	702726 Senior Project Officer (Facilities Management)	17.04.08
Primary Industries & Water	700936 Fisheries Inspector	C. Wisniewski	Primary Industries & Water	702224 Fisheries Project Manager	21.04.08

*Resignation of Officers*

<i>Agency</i>	<i>Occupant's Name</i>	<i>Title and Position No.</i>	<i>Date Effective</i>
Treasury & Finance	P. Ryan	Director 723769	18.04.08

*Retirement of Permanent Employees*

<i>Agency</i>	<i>Position No. Title</i>	<i>Occupant's Name</i>	<i>Date Effective</i>
Education	960697 Advanced Skills Teacher	S. Bryan	14.03.08
Education	953950 School Attendant	D. Temple	14.03.08
Education	203834 Teacher	R. Wilkin	08.02.08
Education	204749 Teacher	C. Howard	18.03.08
Education	950408 Teacher	C. Smith	19.02.08
Education	204052 Advanced Skills Teacher	M. Jordan	20.03.08
Education	650092 Technical Officer	S. Saunders	20.03.08
Education	203806 Teacher	M. Mann	20.03.08
Education	202260 Teacher	L. Bremner	21.03.08
Education	203765 Principal	W. Pill	25.03.08
Education	953159 Advanced Skills Teacher	M. King	25.03.08
Education	953243 Clerk	P. Mason	31.03.08
Education	200067 Teacher	J. Patchett	02.04.08
Education	200194 Teacher	G. Rollins	02.04.08
Education	953165 Clerk	M. Vincent	03.04.08
Education	201111 Teacher	B. Anderson	04.04.08
Education	954638 Teacher	A. Schofield	04.04.08
Education	204938 Advanced Skills Teacher	P. Little	07.04.08
Education	204151 Principal	R. Barclay	10.04.08
Education	952607 School Attendant	S. Kaine	16.04.08
Education	953328 School Attendant	S. Crouch	16.04.08
Education	957001 Library Technician	P. Mann	17.04.08
Education	593139 Accounts Officer	D. Jones	29.02.08
Education	654031 Clerk	S. Cornish	29.02.08
Education	L203061 Principal	S. Barker	29.02.08
Education	201463 Advanced Skills Teacher	H. Duffey	29.02.08
Education	951216 Manager Purchasing and Contract Management	J. Boutchard	22.02.08
Education	E595292 Principal	C. Morgan	19.02.08
Education	204685 Teacher	H. Arnold	20.03.08
Education	204749 Teacher	C. Howard	18.03.08
Education	204691 Teacher	K. Black	03.04.08
Justice	350518 Correctional Supervisor	G. Jackson	20.04.08
Police & Emergency Management	520392 Station Officer	D. Munro	13.04.08

*Transfer of Permanent Employees*

<i>Agency</i>	<i>Position No. and Title</i>	<i>Occupants Name</i>	<i>New Agency</i>	<i>New Position No. and New Title</i>	<i>Date of Movement</i>
Education	961144 Clerk	D. Ring	Economic Development & Tourism	424847T Support Officer I.T.	24.04.08
Economic Development & Tourism	424521 Project Officer	S. Stutterd	Economic Development & Tourism	424995 Project Officer	09.04.08
Health & Human Services	516513 500322 IT Consultant	A. Macdermott	Environment, Parks, Heritage & the Arts	706170 Senior Systems Administrator	14.04.08

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