



TASMANIAN STATE SERVICE NOTICES

PUBLISHED BY
AUTHORITY
ISSN 0039-9795

WEDNESDAY 6 AUGUST 2008

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

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

Vacancies—General Information

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

www.jobs.tas.gov.au

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

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

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

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

Further Information

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

Submission of Applications

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

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

Fixed-Term Appointment

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

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

Fixed-Term Employment Registers

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

Time Management



Time management tools need to be tailored to your personality and job. This practical workshop provides a range of tools for you to choose from.

The best strategies for your personality

- What are your personal strengths and limitations?
- How to being effective, not just busy
- How to set SMART goals for work and home
- Discover how to break your bad habits

Managing documents

- How to process the 4 types of documents
- Tips for overcoming procrastination
- How to label and file documents logically

Prioritising and scheduling

- A brilliant scale for prioritising all your tasks
- 3 steps for calmly managing any interruption
- Making the most of to-do lists and diaries
- 5 ways to get control of your Inbox

Reducing stress

- What stresses you at work?
- 10 practical ways to reduce stress
- Learn how to say 'no' without feeling guilty

	Public	Hobart	In-house (max 16 people)
Time management tools	\$275	22 Aug	\$1650
Leading a team	\$595	26 & 27 Aug	\$1650 / day
The skilled negotiator	\$595	16 & 17 Sep	\$1650 / day
Emotional Intelligence	\$275	29 Aug	\$1650



Developing Potential (Australia) Pty Ltd

Email: training@developingpotential.com.au
Website: www.developingpotential.com.au

Phone: 6224 1066

Gazette

Copy can be faxed to Print Applied Technology Pty Ltd on (03) 6216 4294; or emailed to

govt.gazette@thepat.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 system. If you wish to place a vacancy, direct selection and/or staff movement notice and do not have a www.jobs.tas.gov.au system log on, please contact your Human Resource Manager or the Public Sector Management Office on telephone (03) 6233 6687 or

Email: jobsadmin@dpac.tas.gov.au

Order Information

When using this facility please ensure 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

ECONOMIC DEVELOPMENT AND TOURISM

INDUSTRY DEVELOPMENT DIVISION

*Resources and Infrastructure Division***Project Officer (424729).**

Applications Close:—Friday, 15 August 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time.

Location:—Hobart.

Duties:—To contribute to balanced and sustainable economic development in Tasmania, with a particular focus on property, tourism infrastructure, and resource based industries by assisting with selected projects of strategic significance to Tasmania under the guidance of more senior officers.

As a member of the Resources and Infrastructure Development Unit, contribute to the expansion, diversification and sustainable development of industry in Tasmania.

Desirable Requirements:—Relevant tertiary or industry recognised qualifications and affiliations are desirable. A current driver's licence.

Enquiries to Melissa Honey for a copy of the Statement of Duties on (03) 6233 5869 or email Melissa.Honey@development.tas.gov.au For further information about the position please contact Peter Sheldon-Collins, Acting Assistant General Manager, phone (03) 6233 5618, email Peter.Sheldon-Collins@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

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

ECONOMIC DEVELOPMENT AND TOURISM

CORPORATE SUPPORT DIVISION

*Finance and Facilities Management Unit***Finance and Accounting Officer (424414).**

Applications Close:—Friday, 15 August 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Hobart.

Duties:—Undertake processing of transactions and reconciliations in accordance with service level definitions, established policies and procedures and State and Commonwealth Government Legislation.

Support the Senior Finance Officer in the daily operations of the centralised transaction processing systems, policies and procedures.

Desirable Requirements:—Experience in a transaction processing position. Experience in the use of Finance One.

Enquiries to Mark Haley, Senior Finance Officer, Department of Economic Development and Tourism, phone (03) 6233 9520, email Mark.Haley@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

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

EDUCATION

CORPORATE SERVICES

Information and Technology Services

Schools and Client IT Support

IT Support Officer—2 Vacancies.

Applications Close:—Friday, 15 August 2008.

Salary:—\$38,927–\$51,357 per annum.

Administrative and Clerical Employees Award, Computer Systems Officer, Level 1 (A and C Level 3-5).

Vacancy No. 963487.

Permanent full-time.

Location:—Hobart.

Vacancy No. 960851.

Permanent full-time.

Location:—Hobart.

Description of the Role:—To provide customer focused information technology support services and assist with the support and development of departmental computer infrastructure. Plan and implement troubleshooting, hardware support and software management strategies. Provide supervision and training for other ICT support staff.

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

Desirable Requirements:—Appropriate post secondary qualification and/or industry experience relevant to the position. At least two years experience in the delivery of ICT support and infrastructure services. A current driver's licence. Department of Education ITS Accreditation.

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

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

Enquiries to Eric Brumby, Department of Education, phone (03) 6233 6946, email eric.brumby@education.tas.gov.au

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au

EDUCATION

LEARNING SERVICES

Learning Services (North)

Kings Meadows High School

School Attendant (Cleaning) (952068).

Applications Close:—Friday, 15 August 2008.

Salary:—\$33,637 per annum.

Miscellaneous Workers (Public Sector) Award, School Attendant Level 2.

Permanent full-time out of hours (PM)

Location:—Kings Meadows High School.

Description of the Role:—Under supervision perform various facets of the school attendant position which may involve cleaning, grounds keeping, kitchen assistant duties and basic maintenance of school facilities to a hygienic, safe and presentable level.

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

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

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

Enquiries to Vicki Wiggins, Department of Education, phone (03) 6343 1000, email vicki.wiggins@education.tas.gov.au

Applications to Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart 7001, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au

EDUCATION

LEARNING SERVICES

Learning Services (North)

Mayfield Primary School

School Attendant (963694).

Applications Close:—Friday, 15 August 2008.

Salary:—\$33,637 pro rata.

Miscellaneous Workers (Public Sector) Award, School Attendant Level 2.

Permanent part-time 24 hours per fortnight, out of hours (PM).

Location:—Mayfield Primary School.

Description of the Role:—Under supervision perform various facets of the school attendant position which may involve cleaning, grounds keeping, kitchen assistant duties and basic maintenance of school facilities to a hygienic, safe and presentable level.

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

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

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

Enquiries to Melissa Hill, Department of Education, phone (03) 6326 2602, email melissa.hill@education.tas.gov.au

Applications to Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart 7001, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au

EDUCATION

LEARNING SERVICES

Learning Services (North)

Waverley Primary School

School Attendant (306100).

Applications Close:—Friday, 15 August 2008.

Salary:—\$33,637 per annum.

Miscellaneous Workers (Public Sector) Award, School Attendant Level 2.

Fixed-term full-time 8 September 2008 - 18 December 2009.

Location:—Waverley Primary School.

Description of the Role:—Under supervision perform various facets of the school attendant position which may involve cleaning, grounds keeping, kitchen assistant duties and basic maintenance of school facilities to a hygienic, safe and presentable level.

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

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

Electronic submission of applications is preferred.

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

Enquiries to Cheryl Betts, Department of Education, phone (03) 6339 1455, email cheryl.betts@education.tas.gov.au

Applications to Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart 7001, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Senior Guidance Officer (956039).

Applications Close:—Friday, 15 August 2008.

Salary:—\$77,046 per annum.

Teaching Service (TPS) Award.

Fixed-term part-time 14 hours per fortnight from as soon as possible to 18 December 2009.

Location:—Learning Services (North-West)

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

Provide high level advice and undertake professional guidance practice leadership to the Learning Services as identified by the General Manager Learning Services.

Essential Requirements:—Teaching qualifications as established by the Tasmanian Industrial Commission in the Teaching Service (Tasmanian Public Sector) Award, 2005. Registration as a Psychologist within Tasmania or possession of a degree with a fourth year qualification in Psychology which will enable registration following two years of supervised practice as a Guidance Officer.

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

Desirable Requirements:—A current driver's licence. Eligible for membership of the Australian Psychological Society.

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

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

Enquiries to Heather Rutherford, Department of Education, phone 0407 340 287, email heather.rutherford@education.tas.gov.au

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Hillcrest Primary School

School Executive Officer (952831).

Applications Close:—Friday, 15 August 2008.

Salary:—\$44,019–\$47,675 pro rata.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time 42 weeks per year.

Location:—Hillcrest Primary School.

Description of the Role:—Administration of a school office including accounting for funds and undertaking clerical/administrative and keyboard functions.

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

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

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

Enquiries to Christopher Nichols, Department of Education, phone (03) 6424 5211, email christopher.nichols@education.tas.gov.au

Applications to Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart 7001, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au

EDUCATION

LEARNING SERVICES

Learning Services (South)

Glen Huon Primary School

School Attendant (Cleaning and Grounds) (953965).

Applications Close:—Friday, 15 August 2008.

Salary:—\$33,637 per annum.

Miscellaneous Workers (Public Sector) Award, School Attendant Level 2.

Permanent full-time.

Location:—Glen Huon Primary School.

Description of the Role:—Under supervision perform various facets of the school attendant position which may involve cleaning, grounds keeping, kitchen assistant duties and basic maintenance of school facilities to a hygienic, safe and presentable level.

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

Applicants should forward an Application for Employment form, with a statement addressing the selection

criteria, relevant personal details and work history.

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

Enquiries to Sally Gill, Department of Education, phone (03) 6266 6240, email sally.gill@education.tas.gov.au

Applications to Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart 7001, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au

EDUCATION

LEARNING SERVICES

Learning Services (South-East)

Speech and Language Pathologist (963478).

Applications Close:—Friday, 15 August 2008.

Salary:—\$46,148–\$73,844 per annum.

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

Permanent full-time.

Location:—Learning Services (South-East).

Relocation expenses may apply for the successful applicant.

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

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

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

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

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

Enquiries to Kate Stansbie, Department of Education, phone (03) 6268 1974, email katherine.stansbie@education.tas.gov.au

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au

EDUCATION

OFFICE OF THE TASMANIAN QUALIFICATIONS AUTHORITY (OTQA)

Administrative Support Officer (962065).

Applications Close:—Friday, 15 August 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Tasmanian Qualifications Authority, Hobart.

Description of the Role:—Provide high level clerical, general administrative and Information and Communications Technology (ICT) support as required in relation to the functions of the Office of the Tasmanian Qualifications Authority.

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

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

Enquiries to John Brooks, Department of Education, phone (03) 6216 4247, email john.brooks@tqa.tas.gov.au

Applications to Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart 7001, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au

EDUCATION

SKILLS TASMANIA

Strategic Directions

Workforce Development

Senior Project Officer, Skills for Growth (963680).

Applications Close:—Friday, 15 August 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Fixed-term full-time as soon as possible until 30 June 2009.

Location:—Skills Tasmania

Description of the Role:—Plan, co-ordinate and monitor implementation of key aspects of the Government's Skills for Growth initiative.

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

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

Enquiries to Ian Paterson, Department of Education, phone (03) 6233 7151, email ian.paterson@skills.tas.gov.au

Applications to Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart 7001, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au

EDUCATION
SKILLS TASMANIA
Strategic Directions
Workforce Development

Senior Project Officer, Workforce Development (962859).

Applications Close:—Friday, 15 August 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Skills Tasmania.

Description of the Role:—Plan, negotiate, implement and evaluate major workforce development initiatives in conjunction with other agencies, industry and training organisations, including implementation of projects under the Government's Skills for Growth and similar initiatives. Contribute to policy on workforce development.

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

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

Enquiries to Ian Paterson, Department of Education, phone (03) 6233 7151, email ian.paterson@skills.tas.gov.au

Applications to Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart 7001, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au

EDUCATION
SKILLS TASMANIA
Strategic Directions
Workforce Development

**Withdrawn, Senior Project Officer, Skills for Growth—
2 Vacancies.**

Applications Close:—Friday, 15 August 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Vacancy No. 963680.

Fixed-term full-time 1 August 2008 to 30 June 2009.

Location:—Skills Tasmania.

Vacancy No. 962859.

Permanent full-time.

Location:—Skills Tasmania.

Description of the Role:—Plan, co-ordinate and monitor implementation of key aspects of the Government's Skills for Growth initiative.

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

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

Enquiries to Ian Paterson, Department of Education, phone (03) 6233 7151, email ian.paterson@skills.tas.gov.au

Applications to Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart 7001, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

HERITAGE

Heritage Tasmania

Registration Manager (706293).

Applications Close:—Friday, 15 August 2008.

Salary:—\$80,382 per annum.

Administrative and Clerical Employees Award, Level 11.

Permanent full-time.

Location:—Hobart.

Duties:—Provide expert advice and specialist services on researching and protecting heritage places. Manage statutory registration, appeal and associated processes, lead community engagement and owner support services, including the provision of advice and general support. Lead internal and external collaboration to ensure the adoption of best conservation practice. Develop systems that enable the efficient management of assigned responsibilities and pursue collaboration to ensure the implementation of the Historic Cultural Heritage Act 1995.

Desirable Requirements:—To successfully undertake the duties of this position it is desirable that you have tertiary qualifications in cultural heritage, history, archaeology, architecture, planning or engineering; recognised by the relevant Australian professional body or association. It is also desirable that you have experience working in collaboration with property owners, developers, contractors, architects and building designers, Planning Authorities and a variety of community groups, along with possession of a current valid motor vehicle licence.

Enquiries to Pete Smith, Director, for more information about the vacancy or for a copy of the Statement of Duties, phone (03) 6233 2037, email pete.smith@heritage.tas.gov.au

Applications to address selection criteria outlined in the Statement of Duties, quote vacancy number and be addressed to, Sallyanne Fisher, Human Resources, Department of Environment, Parks, Heritage and the Arts, G.P.O. Box 771, Hobart 7001, phone (03) 6233 5914, fax (03) 6233 5907, email applications@depha.tas.gov.au

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

TASMANIAN MUSEUM AND ART GALLERY

Public Programmes and Operations

Public Programmes

Manager, Centre for Learning and Discovery (706267).

Applications Close:—Friday, 15 August 2008.

Salary:—\$71,326–\$73,143 per annum.

Administrative and Clerical Employees Award, Level 9.

Permanent full-time.

Location:—Hobart.

Duties:—To carry out a variety of complex functions including planning and implementation of the TMAG Centre for Learning and Discovery public programmes, overseeing the delivery and co-ordination of educational and interpretive programmes and staff, including volunteer guides, and ensuring the high quality of TMAG's contribution to public knowledge.

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

Desirable Requirements:—To successfully perform the duties of this position it is desirable that you have tertiary qualifications in a relevant discipline, together with demonstratable experience in a management role. It is also desirable that you hold a current driver's licence.

Enquiries to Peta Dowell-Hentall, Deputy Director, Public Programmes, for more information about the vacancy, phone (03) 6211 4115, email peta.dowell-hentall@tmag.tas.gov.au or Rohan Astley, for a copy of the Statement of Duties, phone (03) 6211 4116, email rohan.astley@tmag.tas.gov.au

Applications to address the selection criteria outlined in the Statement of Duties, quote vacancy number and be addressed to, Sallyanne Fisher, Human Resources, Department of Environment, Parks, Heritage and the Arts, G.P.O. Box 771, Hobart 7001, phone (03) 6233 5914, fax (03) 6233 5907, email applications@depha.tas.gov.au

HEALTH AND HUMAN SERVICES

BUSINESS SERVICES NETWORK

Human Resources

HR Relationship Team

Change Management Consultant (518205).

Applications Close:—Friday, 15 August 2008.

Salary:—\$76,007 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 10.

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

Location:—HR Relationship Team, Human Services, Hobart.

Duties:—Provision of HR leadership and direction in the change management process during the implementation of the reforms of Human Services in the Department of Health and Human Services including a departmental liaison role.

Desirable Requirements:—Demonstrated highly developed change management skills, organisational development and leadership skills, experience and ability. Excellent strategic, conceptual and analytical skills, including an ability to understand the political, social and organisational environment, to identify relevant issues and make sound judgments and provide advice about the Human Services strategies and directions. Demonstrated extensive high level communication, negotiation, brokerage, problem solving and conflict resolution skills including demonstrated ability to negotiate complex and sensitive issues effectively with a range of stakeholders.

Enquiries to Alison Jacob, Department of Health and Human Services, phone (03) 6233 8566, email alison.jacob@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

BUSINESS SERVICES NETWORK

Information Services

Client Services Information Services

Senior IT Officer (500379).

Applications Close:—Friday, 15 August 2008.

Salary:—\$54,291–\$59,721 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream Computer Systems Officer, Level 6-7 (CSO 2).

Permanent full-time day work.

Location:—Hobart.

Duties:—As a senior member of the Client Services team, you will provide technical, and procedural support to the IS Service Centre Manager and team members, to ensure the finest quality of first and second level support for Information Services' clients through the Statewide IT Service Centre. These services include problem resolution, logging, escalation, and follow-up to completion and client satisfaction.

Desirable Requirements:—Demonstrated understanding of information technology client support issues. Demonstrated ability in ITC support (computer systems, network technical support, network administration, communication support, software and pc and peripheral support). Demonstrated conceptual, analytical and creative skills including the ability to identify relevant solutions and a strong understanding of working with changing priorities.

To be considered for an interview an applicant must address the Selection Criteria that are contained within the Statement of Duties.

Enquiries to Julie Sanders, Department of Health and Human Services, phone (03) 62333965, email julie.sanders@dhhs.tas.gov.au

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

HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Mental Health Services

Clinical Standards

Specialist Mental Health Educator (515338).

Applications Close:—Friday, 22 August 2008.

Salary:—\$69,974–\$80,262 per annum.

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

Fixed-term full-time day work for a period of 6 months

Location:—St Johns Park, New Town

Duties:—As part of the Professional Services Unit and in accordance with the Mental Health Services Strategic Plan, National Mental Health Workforce Standards, Agency policy, legal requirements and relevant professional competencies, the Specialist Mental Health Educator works in close collaboration with other Mental Health Services (MHS) workforce development positions to ensure the co-ordination, development and delivery of mental health workforce development and education activities across MHS statewide. Develops and delivers evidence based clinical professional development activities that address mandatory and core knowledge and skill acquisition for clinical MHS staff. Develop and deliver professional development activities that extend specialist clinical knowledge and advanced psycho-therapeutic skills across the service.

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

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

Enquiries to Ellen Cross, Department of Health and Human Services, phone (03) 6230 7942, email ellen.cross@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

Mental Health Services

North West

Registered Nurse Relief (503102).

Applications Close:—Friday, 15 August 2008.

Salary:—\$43,859–\$59,950 per annum.

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

Fixed-term casual shift worker (fully rotational) commencing as soon as possible to 2 August 2009.

Location:—Spencer Clinic, North West Regional Hospital.

Duties:—As part of a multi-disciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Registered Nurse utilises a problem solving approach and established nursing procedures in the delivery and evaluation of direct care to a designated number of clients, interacts effectively with consumers, families and significant others in the planning and implementation of care in collaboration with other members of the health team to ensure consumer focused outcomes and remains actively involved in maintaining and continually improving the quality of client care provided by the service.

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 or transfer. The following checks are to be conducted: conviction check in the following areas. Crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to Linda Rose, Department of Health and Human Services, phone (03) 6430 6579, email linda.rose@dhhs.tas.gov.au

You are encouraged to apply online at 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.

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HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Mental Health Services

South

Enrolled Nurse (512135).

Applications Close:—Friday, 22 August 2008.

Salary:—\$44,751–\$46,469 per annum.

Nurses (TPS) Award, Enrolled Nurse Level 2.

Permanent full-time shift work (fully rotational).

Location:—Southern Region.

Duties:—As part of a multi-disciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Enrolled Nurse delivers a high standard of direct and indirect nursing care within the scope of practice for Enrolled Nurses to the consumers of mental health services under the direction and supervision of a Registered Nurse and participates in the development and implementation of Individual Service Plans by collaborating with the patients, families and other health care team members and assist in the assessment and evaluation of problems and outcomes.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practice as a Medication Endorsed 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 or transfer. The following checks are to be conducted: conviction check in the following areas. Crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to Sharmayne Batt, Department of Health and Human Services, mobile 0439 011 203, email [sharmayne.batt@dhhs.tas.gov.au](mailto:batt@dhhs.tas.gov.au)

To be considered for an interview applicants must address each of the selection criteria outlined in the Statement of Duties.

You are encouraged to apply online at 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

Policy and Project Officer (516558).

Applications Close:—Friday, 22 August 2008.

Salary:—\$63,340–\$66,962 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 8.

Fixed-term full-time day work, commencing as soon as possible until 30 June 2010.

Location:—Southern Region.

Duties:—As a member of the Oral Health Unit this position will be responsible for undertaking strategic policy, project and change management, and implementation of oral health initiatives across the State.

Desirable Requirements:—Demonstrated ability to undertake high level policy and service development, analysis and review, research and evaluation. Demonstrated ability to research, prepare, present and evaluate reports and submissions, together with the capacity to negotiate the outcomes at senior management levels. High level strategic, conceptual, analytical and creative skills, with the ability to understand and identify relevant issues about the political, social and organisational environment impacting on health services delivery within the Agency.

Enquiries to Emma Bridge, Department of Health and Human Services, phone (03) 6214 5424, email emma.bridge@dhhs.tas.gov.au

To be considered for an interview applicants must address each of the selection criteria outlined in the Statement of Duties.

You are encouraged to apply online at 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 West

Palliative Care Medical Specialist (513991).

Applications Close:—Friday, 5 September 2008.

Salary:—To be negotiated.

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

Permanent part-time day worker (with oncall) working 38 hours per fortnight.

Location:—Palliative Care, North West.

Duties:—Provision of the highest possible standard of specialist palliative care medical services, consultancy and advice to patients and families in need of palliative care. Provision of teaching in palliative care for undergraduate and post graduate students and health professionals. Promotion and participation in palliative care quality improvement activities. To work collaboratively with primary health service providers, and specialist health service providers across the range of settings for effective continuity of care.

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 Noni Morse, Department of Health and Human Services, phone (03) 6421 7778, email 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, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001.

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Clinical Performance and Emergency Management

Project Co-ordinator-Tasmanian Cancer Network Project (517200).

Applications Close:—Friday, 15 August 2008.

Salary:—\$76,007 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 10.

Fixed-term full-time day work, commencing as soon as possible until 31 May 2009.

Location:—South.

Duties:—Manage and co-ordinate activity in relation to the implementation of a managed cancer network in Tasmania. Provide high-level support and informed reliable advice concerning the establishment of the Tasmanian Cancer Network. Develop and maintain strong communication links with key stakeholders regarding local need and priorities. Liaise with Cancer Australia with matters relating to the project.

Enquiries to Dr Kelly Shaw, Department of Health and Human Services, phone (03) 6233 6420, mobile 0448 552 617, email kelly.shaw@dhhs.tas.gov.au

You are encouraged to apply online at 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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Clinical Performance and Emergency Management

Project Officer (Statewide Service Implementation) (517978).

Applications Close:—Friday, 15 August 2008.

Salary:—\$63,340–\$66,962 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 8.

Permanent full-time day work.

Location:—South.

Duties:—The Project Officer will have an ongoing role in the co-ordination and implementation of Statewide and single site clinical services in accordance with Tasmania's Health Plan. Initially, the occupant will be required to oversee the formalisation of the Statewide Bone Marrow Transplant Programme. Learning from the implementation of this Statewide service will be used to co-ordinate the development and implementation of other statewide and single site clinical services as required.

Enquiries to Helen Mulcahy, Department of Health and Human Services, phone (03) 6233 7456, email helen.mulcahy@dhhs.tas.gov.au

You are encouraged to apply online at www.jobs.tas.gov.au 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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Launceston General Hospital***Clinical Nurse (514744).**

Applications Close:—Friday, 15 August 2008.

Salary:—\$60,828–\$65,071 pro rata.

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

Permanent part-time shift work (fully rotational) working 70 hours per fortnight.

Location:—Ward 5B, Orthopaedic/ENT/Plastics and General Surgery.

Duties:—Functions as an advanced clinical practitioner within the designated area and provides management support to the Nurse Unit Manager (NUM) and Nurse Educators including participation in staff education and the management of staff performance.

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

Enquiries to Ian Waterhouse, Department of Health and Human Services, phone (03) 6348 7636, email ian.waterhouse@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

HEALTH SERVICES

*Launceston General Hospital***Food Services Monitor (503445).**

Applications Close:—Friday, 15 August 2008.

Salary:—\$34,295–\$36,936 per annum.

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

Permanent full-time shift worker.

Location:—Corporate, Food Services.

Duties:—As part of the Food Service team assist in ensuring the accuracy of food trays in the cook-chill centralised food service systems. To liaise with the Dieticians, Ward Staff, Patients and others in the Food Service Department to ensure that accuracy and suitability of all normal ward menus and modified diets are processed efficiently.

Desirable Requirements:—Well developed interpersonal communication skills and the ability to relate well with patients, relatives and staff at all levels. Ability to cooperate with other personnel within the department and work successfully in a team environment. This includes resolving effectively problems that may arise in the daily performance of duties. Basic clerical skills including well developed telephone, numeracy and literacy skills and basic computer knowledge. Knowledge of the range of menu provided and basic restrictions associated with styles of meals and modified diets. Ability to understand and apply written individual dietary instructions and access appropriate diet resources.

Enquiries to Dale Anderson, Department of Health and Human Services, phone (03) 63487525, email dale.anderson@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

HEALTH SERVICES

*Launceston General Hospital***Nurse Unit Manager (504200).**

Applications Close:—Friday, 15 August 2008.

Salary:—\$74,792–\$76,561 per annum.

Nurses (TPS) Award, Nurse Unit Manager.

Permanent full-time day worker.

Location:—Medicine, Ward 4D.

Duties:—The Nurse Unit Manager provides leadership to Ward 4D whilst ensuring the effective management of human, financial and physical resources, as well as providing expert clinical consultancy and maintenance of quality patient care standards. The Nurse Unit Manager supports an environment that fosters practice development, education, teaching, research and quality improvement.

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

Enquiries to Catherine Austen, Department of Health and Human Services, phone (03) 63487588, mobile 0408 336 477, email catherine.austen@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

HEALTH SERVICES

*Launceston General Hospital***Nurse Unit Manager (504115).**

Applications Close:—Friday, 15 August 2008.

Salary:—\$74,792–\$76,561 per annum.

Nurses (TPS) Award, Nurse Unit Manager.

Permanent full-time day worker.

Location:—Medicine, Ward 5D.

Duties:—The Nurse Unit Manager provides leadership to Ward 5D whilst ensuring the effective management of human, financial and physical resources as well as providing expert clinical consultancy and maintenance of quality patient care standards for inpatients in the Launceston General Hospital. The Nurse Unit Manager supports an environment that fosters practice development, education, teaching, research and quality improvement.

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

Enquiries to Catherine Austen, Department of Health and Human Services, phone (03) 63487588, mobile 0408 336 477, email catherine.austen@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

HEALTH SERVICES

*Launceston General Hospital***Patient Travel Co-ordinator (512365).**

Applications Close:—Friday, 15 August 2008.

Salary:—\$43,431–\$47,038 pro rata.

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

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

Location:—Clinical Services-Patient Travel.

Duties:—To administer the Patient Travel Assistance Programme for the region served by the Launceston General Hospital.

Desirable Requirements:—Understanding or the ability to acquire such of Patient Travel Assistance Programme guidelines. Proven high standard of communication and interpersonal skills. Ability to maintain confidentiality, exercise initiative, judgement and discretion and to work without supervision. Demonstrated keyboard and computer skills including the ability to be trained in database management and hospital finance software.

Enquiries to Peter Renshaw, Department of Health and Human Services, phone (03) 63487007, email peter.renshaw@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

HEALTH SERVICES

*Launceston General Hospital***Pharmacy Stores Officer (503619).**

Applications Close:—Friday, 15 August 2008.

Salary:—\$38,464–\$41,681 per annum.

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

Permanent full-time day worker.

Location:—Clinical Services, Pharmacy.

Duties:—Within established policies and guidelines, contribute to the effective and efficient operation of a large warehouse facility, including the receipt, issue, delivery and storage of goods. Provide general support and advisory services to clients of the Pharmacy Department concerning the purchase and storage of drugs and related items. As required, assist in purchasing duties, including liaising with clients and suppliers and raising requisitions.

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

Enquiries to Patrick Keefe, Department of Health and Human Services, phone (03) 6348 7733, email patrick.keefe@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

HEALTH SERVICES

*Launceston General Hospital***Pharmacy Technician (517155).**

Applications Close:—Friday, 15 August 2008.

Salary:—\$38,464–\$45,244 per annum.

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

Fixed-term full-time day work. To commence as soon as possible until 30 January 2009.

Location:—Clinical Services-Pharmacy.

Duties:—Assist pharmacists in dispensing prescriptions and to assist them in their clinical work.

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.

Enquiries to Patrick Keefe, Department of Health and Human Services, phone (03) 63487733, email patrick.keefe@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

HEALTH SERVICES

*Launceston General Hospital***Registered Nurse (513486).**

Applications Close:—Friday, 15 August 2008.

Salary:—\$43,859–\$59,950 per annum.

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

Fixed-term full-time shift worker (set rotational). To commence as soon as possible until 15 August 2009.

Location:—Medicine, Ward 6D.

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

Enquiries to Mr Kerry Leonard, Department of Health and Human Services, phone (03) 6348 7329, email kerry.leonard@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

HEALTH SERVICES

*Launceston General Hospital***Registered Nurse (Midwife) (504549).**

Applications Close:—Friday, 15 August 2008.

Salary:—\$43,859–\$59,950 pro rata.

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

Permanent part-time shift work (fully rotational) working 70 hours per fortnight.

Location:—Women's and Children's Services-Ward 40/B

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 Veronica Wood, Department of Health and Human Services, phone (03) 63488964, email veronica.wood@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

HEALTH SERVICES

*Launceston General Hospital***Registered Nurse (Midwife) (504510).**

Applications Close:—Friday, 15 August 2008.

Salary:—\$43,859–\$59,950 pro rata.

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

Permanent part-time shift work (fully rotational) working 64 hours per fortnight.

Location:—Women's and Children's Services-Ward 40/B.

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 Veronica Wood, Department of Health and Human Services, phone (03) 63488964, email veronica.wood@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

HEALTH SERVICES

*Launceston General Hospital***Technical Officer (513282).**

Applications Close:—Friday, 15 August 2008.

Salary:—\$38,464–\$45,244 per annum.

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

Fixed-term full-time shift work (fully rotational). To commence as soon as possible until 1 July 2009.

Location:—Clinical Services-Pathology.

Duties:—To perform technical work associated with the provision of an effective Pathology Service, in one or more Sections of the Laboratory, under general technical direction and general supervision.

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.

Current Drivers Licence.

Enquiries to David Seaton, Department of Health and Human Services, phone (03) 63487684, email david.seaton@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

HEALTH SERVICES

*Launceston General Hospital***Technical Officer (507640).**

Applications Close:—Friday, 15 August 2008.

Salary:—\$38,464–\$45,244 per annum.

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

Permanent full-time shift work (fully rotational).

Location:—Clinical Services-Pathology.

Duties:—To perform technical work associated with the provision of an effective Pathology Service, in one or more Sections of the Laboratory, under general technical direction and general supervision.

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.

Current Drivers Licence.

Enquiries to David Seaton, Department of Health and Human Services, phone (03) 6348 7684, email david.seaton@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

HEALTH SERVICES

*North West Regional Hospital***Clinical Nurse (Preceptor Ed) (513391).**

Applications Close:—Friday, 15 August 2008.

Salary:—\$60,828–\$65,071 per annum.

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

Permanent full-time day worker.

Location:—Nursing Services, Nurse Managers (Nurse Administration).

Duties:—Provide the education and preceptor support in the clinical setting for a range of health care students. Provide advanced clinical care that is in accordance with requirements and meets the psychological, physical and spiritual needs of patients/clients.

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

Enquiries to Margaret Nicholson, Department of Health and Human Services, phone (03) 6430 6503, email margaret.nicholson@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

HEALTH SERVICES

*North West Regional Hospital***Pharmacist Trainee—2 Vacancies.**

Applications Close:—Friday, 15 August 2008.

Salary:—\$45,535 per annum.

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

Vacancy No. 502043.

Fixed-term full-time day worker. To commence 29 December 2008 until 31 December 2009.

Location:—Clinical Services, Pharmacy.

Vacancy No. 502044.

Fixed-term full-time day worker. To commence 29 December 2008 until 31 December 2009.

Location:—Clinical Services, Pharmacy.

Duties:—To receive appropriate education and training in contemporary hospital pharmacy practice to allow participation in day to day activities of a hospital pharmacist, and the sitting of the pre-registration examination of the Pharmacy Board of Tasmania.

Essential Requirements:—Satisfactory completion of a 4-year degree in Pharmacy from a recognised tertiary institution acceptable to the Pharmacy Board of Tasmania

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

Enquiries to Suzette Seaton, Department of Health and Human Services, phone (03) 64306717, email suzette.seaton@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

HEALTH SERVICES

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

Applications Close:—Friday, 15 August 2008.

Salary:—\$54,463–\$65,071 pro rata.

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 or transfer. The following checks are to be conducted: conviction check in the following areas. Crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

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

You are encouraged to apply on line (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 Better health and quality of life around Tasmania. Visit us at www.dhhs.tas.gov.au

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Primary Health Services***Registered Nurse (504497).**

Applications Close:—Friday, 15 August 2008.

Salary:—\$43,859–\$59,950 pro rata.

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

Fixed-term part-time shiftwork, working 72 hours per fortnight, commencing 17 August 2008 to 8 February 2009

Location:—Campbell Town Health and Community Service.

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

health professionals. Accommodation can be provided in staff accommodation building, salary packaging is available for this position. Campbell Town Health and Community Service is a multipurpose service providing integrated health care-acute care, residential aged care and community services.

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 or transfer. The following checks are to be conducted: conviction check in the following areas. Crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to Kaye McCoy, Department of Health and Human Services, phone (03) 6381 3360, email kaye.mccoy@dhhs.tas.gov.au

You are encouraged to apply on line (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 Better health and quality of life around Tasmania. Visit us at www.dhhs.tas.gov.au

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Registered Nurse (513731a).

Applications Close:—Friday, 15 August 2008.

Salary:—\$43,859–\$59,950 pro rata.

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

Fixed-term part-time shiftwork, working 58 hours per fortnight, commencing as soon as possible to 1 February 2009.

Location:—St Helens Hospital, St Helens.

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:—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 or transfer. The following checks are to be conducted: conviction check in the following areas. Crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to Judith Sticher, Department of Health and Human Services, phone (03) 6376 5222, email jude.sticher@dhhs.tas.gov.au

You are encouraged to apply on line (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

HEALTH SERVICES

Primary Health Services

Registered Nurse/Midwife (506153).

Applications Close:—Friday, 15 August 2008.

Salary:—\$43,859–\$59,950 pro rata.

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

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

Location:—North East Soldiers Memorial Hospital, Scottsdale

Duties:—Registered Nurses strengthen health outcomes through nursing by provision of quality, clinically appropriate nursing care in partnerships with clients, families and other health professionals.

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 or transfer. The following checks are to be conducted: conviction check in the following areas. Crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to Christine Wootton, Department of Health and Human Services, phone (03) 6352 5500, email christine.wootton@dhhs.tas.gov.au

You are encouraged to apply on line (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 Better health and quality of life around Tasmania. Visit us at www.dhhs.tas.gov.au

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Specialist Rural Social Worker (513765).

Applications Close:—Friday, 15 August 2008.

Salary:—\$69,974–\$80,262 per annum.

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

Fixed-term full-time daywork, commencing as soon as possible to 30 June 2009.

Location:—Deloraine Hospital.

Duties:—To develop, provide and evaluate specialist rural social work services as part of a multidisciplinary or interdisciplinary service in line with identified community needs.

Essential Requirements:—Degree in Social Work giving eligibility for membership in the Australian Association for Social Workers. Current Drivers Licence. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check in the following areas. Crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to Lester Jones, Department of Health and Human Services, phone (03) 6362 5000, email lester.jones@dhhs.tas.gov.au

You are encouraged to apply on line (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 Better health and quality of life around Tasmania. Visit us at www.dhhs.tas.gov.au

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Royal Hobart Hospital***Clinical Nurse (Neurosurgery)—2 Vacancies.**

Applications Close:—Friday, 22 August 2008.

Salary:—\$60,828–\$65,071 per annum.

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

Vacancy No. 517219.

Permanent full-time shift work (fully rotational).

Location:—Hobart.

Vacancy No. 509460.

Permanent part-time shift work (fully rotational) 64 hours per fortnight.

Location:—Hobart.

Duties:—Functions as an advanced clinical practitioner within the designated area and provides management support to the Nurse Unit Manager including participation in staff education and the management of staff performance.

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

Enquiries to Michael Weeding or Andrea Hitchens, Department of Health and Human Services, phone (03) 6222 8316, email RHH CNM Neurosurgery@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

HEALTH SERVICES

*Royal Hobart Hospital***Clinical Risk Co-ordinator (515860).**

Applications Close:—Friday, 15 August 2008.

Salary:—\$69,869–\$74,792 pro rata.

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

Fixed-term full-time day work, commencing as soon as possible for a period of six months. Please note, part-time hours may be considered.

Location:—Hobart.

Duties:—Co-ordination and facilitation of clinical quality improvements initiatives and projects at the Royal Hobart Hospital and associated campuses in accordance with the priorities identified by the Clinical Risk Management Sub-Committee, endorsed by the Safety and Quality Committee and in accordance with the Hospitals Clinical Risk Management Policy and Procedures. Assist with the development of Hospital Policies and Procedures relating to clinical risk management and the provision of expert advice for the benchmarking of practice standards and patient outcomes for all clinical units.

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

Enquiries to Lorraine Millar, Department of Health and Human Services, phone (03) 6222 8982, email larraine.millar@dhhs.tas.gov.au

You are encouraged to apply online at 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.

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Royal Hobart Hospital***Radiation Oncology Registrar (512846).**

Applications Close:—Friday, 29 August 2008.

Salary:—To be negotiated.

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

Fixed-term full-time shift work (with oncall).

Location:—Hobart.

Duties:—Responsible for the day to day management of private and public inpatients and outpatients within the Hospital. Provide after hours emergency cover at the hospital as determined by the Medical Staffing Unit.

Essential Requirements:—A Medical Practitioner who holds general, conditional or conditional registration for special purposes, registration under the provisions of the Medical Practitioners Registration Act 1996 and who has had a minimum of two year's post graduate experience and is undertaking a course of study to obtain a specialist qualification which is recognised under the provisions of the Commonwealth/State Agreement on Mutual Recognition. To be employed at this level the medical practitioner must be employed in a recognised Registrar position.

Enquiries to Dr Margaret Wallington or Dr Marketa Skala, Department of Health and Human Services, phone (03) 6222 8000, email margaret.wallington@dhhs.tas.gov.au or marketa.skala@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

HEALTH SERVICES

*Royal Hobart Hospital***Senior Physiotherapist-Paediatrics (508323).**

Applications Close:—Friday, 15 August 2008.

Salary:—\$69,974–\$80,262 per annum.

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

Fixed-term full-time day work, commencing 6 October 2008 for a 12 month period.

Location:—Royal Hobart Hospital.

Duties:—Provide and maintain optimal physiotherapy management to Paediatric patients referred to the Paediatric Physiotherapy Team at the Royal Hobart Hospital.

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

Enquiries to Paul Shinkfield, Department of Health and Human Services, phone (03)6222 8326, email paul.shinkfield@dhhs.tas.gov.au

You are encouraged to apply online at 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.

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Tasmanian Ambulance and Health Transport Service***Administrative Assistant (510554).**

Applications Close:—Friday, 15 August 2008.

Salary:—\$38,464–\$41,681 pro rata.

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

Fixed-term part-time day worker, working 40 hours per fortnight. To commence on 15 September 2008 until 27 September 2009.

Location:—Tasmanian Ambulance Service, Burnie.

Duties:—Provide high-level administrative, clerical and secretarial support to the Regional Superintendent; the Supervisor (Tactical Operations) and other Operational Staff as authorised by the Regional Superintendent. Undertake reception and organisational duties associated with the day-to-day operation of the office, including an efficient flow of information to and from the region and co-ordinating the daily business of the office.

Desirable Requirements:—Ability to complete a wide range of tasks and a high degree of accuracy and within set deadlines with routine supervision and within established guidelines. Sound office management skills with a demonstrated ability to organise, manage and prioritize the workload of a busy office with a capacity to exercise initiative, judgement and discretion. Sound oral and written communication skills together with good interpersonal skills to effectively liaise with Agency Staff as well as clients.

Enquiries to Paul Templar, Department of Health and Human Services, phone (03) 6434 6974, email paul.templar@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

HEALTH SERVICES

*Tasmanian Ambulance and Health Transport Service***Patient Transport Officer—4 Vacancies.**

Applications Close:—Friday, 15 August 2008.

Salary:—\$36,936–\$37,478 per annum.

Community and Health Services (Public Sector) Award, Operational Stream, Level 6.

Vacancy No. 518036.

Permanent full-time day worker with on call.

Location:—Ambulance, Hobart.

Vacancy No. 518037.

Permanent full-time day worker with on call.

Location:—Ambulance, Hobart.

Vacancy No. 518038.

Permanent full-time day worker with on call.

Location:—Ambulance, Hobart.

Vacancy No. 518039.

Permanent full-time day worker with on call.

Location:—Ambulance, Hobart.

Duties:—To provide an efficient and safe transport service for stable patients, agency staff, public hospital and ambulance stores and equipment as required. To work as a member of a team providing routine transport of stable

patients particularly in support of public hospital inpatients, outpatients and day surgery patients.

Essential Requirements:—Current Driver's Licence. The State Service Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check in the following areas. Crimes of violence, sex related offences, serious drug offences, crimes involving dishonesty and serious Traffic Offences. Identification check. Disciplinary action in previous employment check.

Highly Desirable:—Medical Fitness to Drive Assessment

Enquiries to Andrew O'Brien, Department of Health and Human Services, phone (03) 6230 8566, email andrew.obrien@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

HOUSING INNOVATIONS UNIT

Manager Community Organisations (518041).

Applications Close:—Friday, 15 August 2008.

Salary:—\$85,057 pro rata.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 12.

Fixed-term part-time day work for 45.6 hours per fortnight from as soon as possible for a period of 2 years.

Location:—Hobart.

Duties:—The Affordable Housing Innovations Unit is responsible for providing high level action, leadership and advice to Government in relation to affordable housing initiatives. The Manager Community Organisations is to provide management leadership, contractual advice and support to the Director Affordable Housing Innovations Unit with regard to all dealings with the Non Government Organisation sector and Local Government with regard to Urban Renewal Projects.

Desirable Requirements:—Very high level leadership ability using strategic, conceptual, analytical and creative skills, and the capability to understand the political, social, cultural and organisational environment affecting Government and the Agency; and to develop business strategies to maximise opportunities as they arise. Highest level interpersonal and oral communication skills including the proven ability to negotiate and manage conflict, develop effective partnerships and represent the Government and Agency to identify and explain acceptable solutions in situations of differing interests. Highly developed written communication skills including the ability to produce information that is readily understandable to non-specialists. Experience in preparation of detailed briefs and project reports.

Enquiries to Scott Marston, Department of Health and Human Services, phone (03) 6233 5038, email scott.marston@dhhs.tas.gov.au

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

HEALTH AND HUMAN SERVICES

HOUSING INNOVATIONS UNIT

Project Manager (518040).

Applications Close:—Friday, 15 August 2008.

Salary:—\$85,057 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 12.

Permanent full-time day work.

Location:—Hobart.

Duties:—The Affordable Housing Innovations Unit is responsible for providing high level action, leadership and advice to Government in relation to affordable housing initiatives. The Project Manager is to provide project management leadership, advice and support to the Director Affordable Housing and Innovations Unit.

Desirable Requirements:—Very high level leadership ability using strategic, conceptual, analytical and creative skills, and the capability to understand the political, social, cultural and organisational environment affecting Government and the Agency; and to develop business strategies to maximize opportunities as they arise. Highest level interpersonal and oral communication skills including the proven ability to negotiate and manage conflict, develop effective partnerships and represent the Government and Agency to identify and explain acceptable solutions in situations of differing interests. Highly developed written communication skills including the ability to produce information that is readily understandable to non-specialists. Experience in preparation of detailed briefs and project reports.

Enquiries to Scott Marston, Department of Health and Human Services, phone (03) 6233 5038, email scott.marston@dhhs.tas.gov.au

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

HEALTH AND HUMAN SERVICES

HOUSING INNOVATIONS UNIT

Project Officer Land (518042).

Applications Close:—Friday, 15 August 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 2 years.

Location:—Hobart.

Duties:—The Affordable Housing Innovations Unit is responsible for providing high level action, leadership and advice to Government in relation to affordable housing initiatives. The Project Officer, Land is to provide high level support and advice to the Project Manager Affordable Housing Innovations Unit with regard to matters associated with Crown Land, private land and land held in the name of the Director of Housing.

Desirable Requirements:—Demonstrated commitment to contemporary project management practices and techniques, including ability to efficiently manage staff, contractors, budgets and other project resources. High level organisational skills, including the ability to plan, co-ordinate and be responsible for several concurrent projects while working in an environment subject to strict time frames. An appropriate level of knowledge, understanding and experience of Crown land property administration and assembly or that level of knowledge, understanding and experience gained in a similar environment.

Enquiries to Scott Marston, Department of Health and Human Services, phone (03) 6233 5038, email scott.marston@dhhs.tas.gov.au

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

HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Children and Family Services

North West Area

Child Protection

Manager Child Protection (517165).

Applications Close:—Friday, 15 August 2008.

Salary:—\$85,057 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 12.

Permanent full-time day work.

Location:—Child Protection, Burnie.

Duties:—Provide leadership and management of an integrated, area based Child Protection Service, in accordance with Agency policy, directions and legal requirements, within a framework of agreed client outcomes, service performance measures and resource levels. As a member of Children and Family Services, this position sits within a framework of human service reform that places priority on ensuring the safety and well being of Tasmanian children.

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

Enquiries to Mark Byrne, Department of Health and Human Services, phone (03) 6233 4719, email mark.byrne@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

Children and Family Services

Northern Area

Family Violence Service

Family Violence Worker-Relief Adult Programme (501706).

Applications Close:—Friday, 15 August 2008.

Salary:—\$45,535–\$73,058 pro rata.

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

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

Location:—Family Violence Service, Launceston.

Duties:—To work as a member of a professional team in the provision of services to adults affected by family violence as part of the multidisciplinary Family Violence

Service established through the Government's Safe at Home initiative. Provide specialist services to adults 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 adults 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 or transfer. The following checks are to be conducted. Conviction check for crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to Jane Fleming, Department of Health and Human Services, phone (03) 6336 2283, email jane.fleming@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

Children and Family Services

Programme Development and Statewide Services

Manager Information Services (515780a).

Applications Close:—Friday, 15 August 2008.

Salary:—\$85,057 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 12.

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

Location:—Programme Development and Statewide Services, Hobart.

Duties:—As a senior member of the Children and Family Services management team, provide high level advice to the Director and senior management in relation to the effective management of information to improve and inform CAFS. The occupant of the position will be responsible for undertaking a project management role, overseeing the successful implementation of new information systems to support strategic reform programmes within Children and Families. As a member of CAFS, this position sits within a framework of human service reform that places priority on ensuring the safety and well being of Tasmanian children.

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

Enquiries to Meredith Hodgson, Department of Health and Human Services, phone (03) 6233 5088, email meredith.hodgson@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

Children and Family Services

South East Area

Child Health and Parenting Services

Child and Family Health Nurse Home Visitor—2 Vacancies.

Applications Close:—Friday, 15 August 2008.

Salary:—\$54,463–\$65,071 pro rata.

Nurses (TPS) Award, Community FCH Nurse.

Vacancy No. 516581.

Permanent part-time day work, up to 53.2 hours per fortnight, hours can be negotiated.

Location:—Child Health and Parenting Services, South East.

Vacancy No. 516581.

Permanent part-time day work, up to 53.2 hours per fortnight, hours can be negotiated

Location:—Child Health and Parenting Services, South East

Duties:—Within a Primary Health Care framework and in accordance with the philosophy of Child Health and Parenting Service, Agency policy and legal requirements, the Child and Family Health Nurse Home Visitor will: provide assessment, care and support to individuals/groups; undertake aspects of early identification and early intervention activities within the structured home visit programme.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania. A current drivers licence. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted. Conviction check for crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to Gwenyth Gray, Department of Health and Human Services, phone (03) 6230 7874, email gwenyth.gray@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

Children and Family Services

South West Area

Client Support Officer (501473).

Applications Close:—Friday, 15 August 2008.

Salary:—\$38,464–\$41,681 pro rata.

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

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

Location:—Child Protection, South West Area.

Duties:—In a multi skilled environment, provide a high level of administrative and secretarial support as required to professional staff, management and clients to ensure the efficient and effective delivery of Child and Family Services.

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

Enquiries to Lee-Ann Russell, Department of Health and Human Services, phone (03) 6230 7666, email leeann.russell@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

*Housing Tasmania***Co-ordinator Maintenance Services (514262).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$63,340–\$66,962 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 8.

Permanent full-time day work.

Location:—Housing Tasmania, Hobart.

Duties:—To help ensure the health and well being of Tasmanians by contributing to the sustainability of the social housing system through the co-ordination and provision of quality customer services through the delivery of quality maintenance provisions to achieve the best housing outcomes for low income Tasmanians. Co-ordinate subordinate staff in the provision of contract administration of Housing Tasmania Maintenance Contracts and oversee the day-to-day co-ordination of the Southern maintenance unit as part of the Statewide Maintenance Services Unit. Assist in the management of financial and performance targets for the unit. Provide high level advice and project development for maintenance and procurement projects and ensuring the performance of consultants, contractors and relevant staff in conjunction with these projects. Develop to a high level, Business Case proposals, Project Plans, Communication Strategies and any other relevant project documentation required in the development and administration of projects.

Desirable Requirements:—Demonstrated ability to co-ordinate a team and to manage human, financial and physical resources in an environment subject to work pressure and competing priorities. High level strategic, conceptual and analytical skills, including an ability to understand the political, social and organizational environment, to identify relevant issues and make sound judgments and provide advice about Agency strategies and directions. High level communication, negotiation and conflict resolution skills with a demonstrated ability to liaise and negotiate effectively with service delivery staff, contractors, unions, tenants, government agencies and industry organisations and to identify mutually acceptable solutions in situations of differing interests.

Enquiries to Robyn Massie, Department of Health and Human Services, phone (03) 6434 7233, email robyn.massie@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

*Housing Tasmania***Manager Business Support (514246).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$63,340–\$66,962 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 8.

Fixed-term full-time day work commencing as soon as possible for a period of 12 months.

Location:—Housing Tasmania, Hobart, Launceston, Burnie.

Duties:—In accordance with Housing Tasmania's State-wide Maintenance service delivery policies, principles and standards provide high level executive support to the Manager Maintenance Services. Provide leadership and direction to the Service Improvement Leader. Support and co-ordinate business planning, analysis and reporting for State-wide Maintenance Services. Design and manage the delivery of effective training programmes and best practice initiatives that enable service delivery staff to provide state-wide consistent maintenance services efficiently and effectively.

Desirable Requirements:—Demonstrated management skills including the ability to monitor human, financial and physical resources, to monitor effectiveness and efficiency and an understanding of contemporary management techniques. Highly developed verbal and written communication skills including the ability to negotiate effectively. Ability to undertake data collection and analysis, and make recommendations to achieve successful business outcomes, including those related to service delivery and asset management.

Enquiries to Robyn Massie, Department of Health and Human Services, phone (03) 6434 7233, email robyn.massie@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

*Housing Tasmania***Service Improvement Officer (517109).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$43,431–\$47,038 per annum.

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

Permanent full-time day work.

Location:—NW Housing Services, Burnie.

Duties:—Assist in the implementation of policy, procedures and practice improvement through training and quality improvement activities. Provide a range of tenancy management services to portfolio of public housing clients and properties in accordance with Housing Tasmania's service delivery policies, principles and standards.

Desirable Requirements:—Experience in undertaking workplace training or coaching, and an understanding of and commitment to service improvement. Demonstrated ability to maintain a customer service focus in a service delivery environment subject to ambiguity and change. Demonstrated ability to interpret client circumstances and requirements, use initiative and utilise problem solving skills to make well-informed recommendations in relation to tenancy management, within legislation, policy and guidelines.

Enquiries to Chris Collins, Department of Health and Human Services, phone (03) 6434 6388, email christine.collins@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

*Systems Establishment and Reform Implementation Unit***Project Manager Reform Disability Services (518068).**

Applications Close:—Friday, 15 August 2008.

Salary:—\$85,057 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 12.

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

Location:—Systems Establishment and Reform Implementation Unit.

Duties:—The Project Manager will: Work with the Director (Family and Community Services) to oversee and lead the implementation of the changes recommended in the Integrated implementation plan for Child and Family Services and Disability Services reforms, especially in relation to Disability Services. Manage projects related to the reform of Disability Services (Disability and Family Services). Provide high level advice to the Director (Family and Community Services) in relation to all aspects associated with the implementation of the recommendations.

Desirable Requirements:—Highly developed knowledge and experience of the disability sector and the delivery of quality services to people with disabilities and their Carers. Well developed project management skills and capacity to deliver project outputs according to specified timeframes. Understanding of the non government community sector and capacity to work in a supportive and proactive way with a variety of non government organisations to build capacity.

Enquiries to Alison Jacob, Department of Health and Human Services, phone (03) 6233 8566, email alison.jacob@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

*Systems Establishment and Reform Implementation Unit***Project Manager Reform Family Services (518066).**

Applications Close:—Friday, 15 August 2008.

Salary:—\$85,057 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 12.

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

Location:—Systems Establishment and Reform Implementation Unit, Hobart.

Duties:—The Project Manager will: Work with the Director (Family and Community Services) to oversee and lead the implementation of the changes recommended in the Integrated implementation plan for Child and Family Services and Disability Services reforms, especially in relation to Family Services. Manage projects related to the reform of Family Services (Disability and Family Services). Provide high level advice to the Director (Family and Community Services) in relation to all aspects associated with the implementation of the recommendations.

Desirable Requirements:—Highly developed knowledge and experience of family support and community services, especially related to service provision to vulnerable and at risk children and young people and their families. Well developed project management skills and capacity to deliver project outputs according to specified timeframes. Understanding of the non government community sector and capacity to work in a supportive and proactive way with a variety of non government organisations to build capacity.

Enquiries to Alison Jacob, Department of Health and Human Services, phone (03) 6233 8566, email alison.jacob@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

*Systems Establishment and Reform Implementation Unit***Project Manager Reform Out of Home Care (518065).**

Applications Close:—Friday, 15 August 2008.

Salary:—\$85,057 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 12.

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

Location:—Systems Establishment and Reform Implementation Unit.

Duties:—The Project Manager will: Work with the Director (Family and Community Services) to oversee and lead the implementation of the changes recommended in the Integrated implementation plan for Child and Family Services and Disability Services reforms, especially in relation to Out of Home Care services. Manage projects related to the reform of Out of Home Care (Disability and Family Services) in the Systems Establishment and Reform Implementation Unit. Provide high level advice to the Director (Family and Community Services) in relation to all aspects associated with the implementation of the recommendations.

Desirable Requirements:—Highly developed knowledge and experience of out of home care and child protection services and understanding of the delivery of quality out of home care services. Well developed project management skills and capacity to deliver project outputs according to specified timeframes. Understanding of the non government community sector and capacity to work in a supportive and proactive way with a variety of non government organisations to build capacity.

Enquiries to Alison Jacob, Department of Health and Human Services, phone (03) 6233 8566, email alison.jacob@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

Systems Establishment and Reform Implementation Unit

Project Officer, Systems Reform—3 Vacancies.

Applications Close:—Friday, 15 August 2008.

Salary:—\$63,340–\$66,962 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 8.

Vacancy No. 518069.

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

Location:—Systems Establishment and Reform Implementation Unit, Hobart.

Vacancy No. 518070.

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

Location:—Systems Establishment and Reform Implementation Unit, Hobart.

Vacancy No. 518071.

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

Location:—Systems Establishment and Reform Implementation Unit, Hobart.

Duties:—The Project Officers will: Work with the Director and Project Managers in the Systems Establishment and Reform Implementation Unit to implement the reform agenda recommended in the integrated implementation plan for Child and Family Services and Disability Services reforms. Undertake projects related to the reform of disability and family services and out of home care in the Systems Establishment and Reform Implementation Unit.

Desirable Requirements:—Knowledge and experience of service delivery practices or policy development applicable to the delivery of services to: people with a disability; children who that are vulnerable and at risk; or families

that need support. Sound knowledge and understanding of non government community organisations and issues involving government contracting of non government services. Demonstrated high level project management skills including the ability to undertake project development, analysis and review; co-ordinate service development activities; provide planning advice and monitor, measure and report on performance.

Enquiries to Alison Jacob, Department of Health and Human Services, phone (03) 6233 8566, email alison.jacob@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

Youth Justice Services

Custodial Youth Justice

Admissions Officer (513583).

Applications Close:—Friday, 15 August 2008.

Salary:—\$43,431–\$47,038 per annum.

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

Permanent full-time shift work.

Location:—Ashley Youth Detention Centre, Deloraine.

Duties:—Co-ordinate client admissions and discharge procedures and associated legal documentation and maintain streamlined client records and information systems in accordance with legal and departmental policies and procedures. Assist with the development and management of a centralised system of client and visitor entry and exit from the Centre. Secure storage, issuing and monitoring of keys, alarms and safety and security equipment to Ashley staff. Liaise with courts, court officers and Community Youth Justice and Ashley staff to ensure all legal processes are followed in a timely and accurate manner and arrange transport and escorts to ensure that Ashley residents appear at court at the allocated times. Ensure all temporary leave documentation for residents leaving the Centre is accurate and consistent with legislative and Centre requirements.

Essential Requirements:—Physical fitness, medical suitability and psychological characteristics appropriate to the duties of a custodial officer. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check in the following areas. Crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to Fiona Atkins, Department of Health and Human Services, phone (03) 6362 2311, email fiona.atkins@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

Youth Justice Services

Custodial Youth Justice

Executive Assistant (513590).

Applications Close:—Friday, 15 August 2008.

Salary:—\$43,431–\$47,038 per annum.

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

Permanent full-time day work.

Location:—Ashley Youth Detention Centre, Deloranic.

Duties:—In a multi skilled and dynamic environment, provide a high level of administrative and secretarial support to the Centre Manager and the Executive Management Team.

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

Enquiries to Lorinda Carne, Department of Health and Human Services, phone (03) 6362 8874, email lorinda.carne@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

OFFICE OF THE SECRETARY

Royal Hobart Hospital Redevelopment Project

RHHR

Project Manager (518077).

Applications Close:—Friday, 15 August 2008.

Salary:—\$85,057 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 12.

Fixed-term full-time day work from as soon as possible for a period of 2 years.

Location:—Hobart.

A career development opportunity exists for an experienced Project Manager seeking the challenge of being a senior member of a management team responsible for the delivery of a complex mega project, i.e. the planning, design and construction of the new Royal Hobart Hospital.

Duties: Manage the New Royal Project in accordance with government requirements and appropriate project management principles.

Desirable Requirements:—Tertiary qualifications in a relevant discipline (e.g. Architecture, Engineering, Management etc.), together with extensive professional experience (at least 5 years) in the effective development and management of complex capital works projects, preferably with experience managing projects for a government agency. Extensive knowledge of contemporary project and contract management practices and techniques, including managing the interface with clients and user groups and the direction and co-ordination of consultants and contractors and with specific knowledge of quality systems, value management,

performance management, risk management and economic analysis. High level strategic, conceptual, analytical and creative skills including an ability to understand the political, social and organisational environment and identify and resolve relevant issues.

Enquiries to Ben Moloney, Department of Health and Human Services, phone (03) 6233 3173, email ben.moloney@dhhs.tas.gov.au

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

INFRASTRUCTURE, ENERGY AND RESOURCES

Senior Mines Leasing and Liaison Officer (372182).

Applications Close:—Friday, 15 August 2008.

Salary:—per annum.

Administrative and Clerical Employees Award.

Permanent full-time 73.5 hours per fortnight.

Location:—Rosny Park.

Duties:—Contribute to the development and implementation of mining, quarrying rehabilitation and mining heritage policies and strategies that optimise the states mineral resources in line with Government and Agency objectives and priorities.

Desirable Requirements:—Degree or diploma in mining engineering, a field of geoscience or environmental science.

A current Drivers licence.

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

Enquiries to Wojciech Grun, Mining Engineer, Department of Infrastructure, Energy and Resources, phone (03) 6233 8320, email wojciech.grun@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 2060, fax (03) 6233 5337, email hr@dier.tas.gov.au

Satisfactory completion of an appropriate course of study at a recognised tertiary institution.

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 or by contacting Jessica Kelly on (03) 6233 2060 or hr@dier.tas.gov.au

INFRASTRUCTURE, ENERGY AND RESOURCES

CORPORATE SERVICES DIVISION

*Information Management***Customer Service Delivery Officer (372184).**

Applications Close:—Friday, 15 August 2008.

Salary:—\$38,927–\$51,357 per annum.

Administrative and Clerical Employees Award, Computer Systems Officer, Level 1 (A and C Level 3-5).

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:—To provide information technology support to departmental clients in the delivery of help desk services, and undertake other operational and infrastructure activities or project initiatives, as required.

Desirable Requirements:—A Degree in Information Technology or related qualifications from a tertiary institution.

Accreditation in support and administration of Sun Unix and Microsoft Windows servers and at least 2 years experience in support of that environment.

A current drivers licence.

Enquiries to Chaz Redman, Team Leader, Department of Infrastructure, Energy and Resources, phone (03) 6233 5696, email chaz.redman@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 2060, 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 or by contacting Jessica Kelly on (03) 6233 2060 or hr@dier.tas.gov.au

INFRASTRUCTURE, ENERGY AND RESOURCES

INFRASTRUCTURE POLICY AND PLANNING

State Infrastructure Planning System

Strategic Projects Officer (372188).

Applications Close:—Friday, 15 August 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:—As part of the State Infrastructure Planning System (SIPS) team undertake high level project related research and analysis using analytical tools and models to support Tasmania's future infrastructure planning and decision-making.

Desirable Requirements:—Knowledge of Geographical Information Systems (GIS). Knowledge of Human Geography analytical techniques. Relevant tertiary qualifications

Enquiries to Ian Hughes, Manager SIPS, Department of Infrastructure, Energy and Resources, phone (03) 6233 2734, email ian.hughes@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 2060, 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 or by contacting Jessica Kelly on (03) 6233 2060 or hr@dier.tas.gov.au

INFRASTRUCTURE, ENERGY AND RESOURCES

ROADS AND TRAFFIC

Operations

Engineer (371644).

Applications Close:—Friday, 15 August 2008.

Salary:—\$48,145–\$71,663 per annum.

DIER Roads and Traffic Engineers Industrial Agreement 2008, Band A.

Permanent full-time 73.5 hours per fortnight.

Location:—Launceston.

Duties:—Manage construction and maintenance contracts and projects related to the State Road and Bridge Network.

Desirable Requirements:—Postgraduate qualification or experience in project management, contract management or any other area relevant to the selection criteria.

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

Enquiries to David Sondergeld, Manager, Department of Infrastructure, Energy and Resources, phone (03) 6336 2104, email david.sondergeld@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 2060, 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 or by contacting Jessica Kelly on (03) 6233 2060 or hr@dier.tas.gov.au

INFRASTRUCTURE, ENERGY AND RESOURCES

ROADS AND TRAFFIC

Operations

Engineer (372189).

Applications Close:—Friday, 15 August 2008.

Salary:—\$48,145–\$71,663 per annum.

DIER Roads and Traffic Engineers Industrial Agreement 2008, Band A.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart/Brighton.

Duties:—Manage construction and maintenance contracts and projects related to the State Road and Bridge Network.

Desirable Requirements:—Postgraduate qualification or experience in project management, contract management or any other area relevant to the selection criteria.

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

Enquiries to Frank Giana, Engineer, Construction Support, Department of Infrastructure, Energy and Resources, phone (03) 6233 6367, email 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 2060, 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 or by contacting Jessica Kelly on (03) 6233 2060 or hr@dier.tas.gov.au

INFRASTRUCTURE, ENERGY AND RESOURCES

ROADS AND TRAFFIC

Operations

Engineer, Project Manager (372185).

Applications Close:—Friday, 15 August 2008.

Salary:—\$74,655–\$88,620 per annum.

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

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:—Manage the delivery of road and bridge maintenance and construction projects within the Operations Branch.

Desirable Requirements:—Experienced engineering level and work may include that of a technical specialist, project manager, contract manager and/or supervisor/manager.

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

Enquiries to Daryl Watson, Manager Maintenance Services, Department of Infrastructure, Energy and Resources, phone (03) 6233 3011, email daryl.watson@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 2060, 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 or by contacting Jessica Kelly on (03) 6233 2060 or hr@dier.tas.gov.au

INFRASTRUCTURE, ENERGY AND RESOURCES

ROADS AND TRAFFIC

Operations

Engineer, Project Manager (372186).

Applications Close:—Friday, 15 August 2008.

Salary:—\$74,655–\$88,620 per annum.

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

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:—Manage the delivery of road and bridge maintenance and construction projects within the Operations Branch.

Desirable Requirements:—Experienced engineering level and work may include that of a technical specialist, project manager, contract manager and/or supervisor/manager.

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

Enquiries to Geoff Mulcahy, Manager Project Services, Department of Infrastructure, Energy and Resources, phone (03) 6233 3553, email geoff.mulcahy@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 2060, 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 or by contacting Jessica Kelly on (03) 6233 2060 or hr@dier.tas.gov.au

JUSTICE

CONSUMER AFFAIRS AND FAIR TRADING

Advisory and Compliance

Manager Advisory and Compliance (350451).

Applications Close:—Friday, 15 August 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:—Responsible for the day-to-day management of the Advisory and Compliance Branch and the provision of advice on issues within the jurisdiction of the Division. The

position is also required to manage research projects for the Division.

Desirable Requirements:—Demonstrated high level management skills, including an ability to manage human, physical and financial resources, and to monitor and evaluate effectiveness and efficiency. High level communication, negotiation and conflict resolution skills.

Enquiries to Chris Batt, Director Consumer Affairs and Fair Trading, Department of Justice, phone (03) 6233 4555, email Chris.Batt@justice.tas.gov.au

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Chris Batt on (03) 6233 4555.

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

OFFICE OF THE OMBUDSMAN

Principal Officer (Health Complaints) (350317).

Applications Close:—Friday, 15 August 2008.

Salary:—\$80,382–\$85,813 per annum.

Administrative and Clerical Employees Award, Executive Manager, Level 11/12.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:—This position contributes to the operation of the Office of the Ombudsman and Health Complaints Commissioner by assisting with the management of the work of that section of the Office, which deals with complaints and investigations under the Health Complaints Act (the Section).

Desirable Requirements:—Demonstrated experience in the conduct or oversight of complex and sensitive investigations, and in the making of sound recommendations for organisational and policy change. Demonstrated high level expertise in conciliation, mediation, negotiation and conflict resolution in substantial, complex and sensitive disputes, using non-adversarial and collaborative methods, with people from diverse backgrounds.

Enquiries to Simon Allston, Ombudsman, Department of Justice, phone (03) 6233 8960, email simon.allston@justice.tas.gov.au

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Lianne Jager on (03) 6233 8959.

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
TASMANIA PRISON SERVICE
Integrated Offender Management
Education and Training

Co-ordinator Prisoner Education and Training (355225).

Applications Close:—Friday, 22 August 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time 73.5 hours per fortnight.

Location:—Risdon Prison.

Duties:—To meet inmate's education and reintegration needs by co-ordinating the development and delivery of a range of innovative inmate education and training programmes and services; and to ensure the compliance of the Registered Training Organisation.

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

Desirable Requirements:— Tertiary qualifications relevant to education and or vocational training Certificate IV Workplace Assessment and Training Current Drivers Licence

Enquiries to Jonathon Field, Acting Co-ordinator Manager Integrated Offender Management, Department of Justice, phone (03) 6216 8158, email jonathon.field@justice.tas.gov.au

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Diana Ivanova on (03) 6216 8031.

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
TASMANIA PRISON SERVICE
Prison Industries

Industry Supervisor (Laundry) (350695).

Applications Close:—Friday, 15 August 2008.

Salary:—\$42,233 per annum.

Operational Employees Award, Level 7.

Permanent full-time 73.5 hours per fortnight (hours of work 7:30 am to 3:21 pm).

Location:—Risdon Prison.

Duties:—Supervise inmates assigned to the Prison Laundry in meeting output requirements while achieving a high level of employment and vocational training opportunities in a manner which provides a strong work ethic and which contributes to addressing their offending behaviour.

Essential Requirements:—Medium Rigid Drivers Licence. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted. Arson and fire setting, violent crimes and crimes against the person, sex-related offences, drug and alcohol related offences, crimes involving dishonesty, crimes involving deception, making false declarations, malicious damage and destruction to property, serious traffic offences, crimes against public order or relating to the Administration of Law and Justice, crimes against Executive or Legislative Power, crimes involving conspiracy. Disciplinary action in previous employment check. Identification check.

Desirable Requirements:— Current First Aid Certificate Fork Lift Truck Licence Qualifications in Vocational Education or Training Knowledge and experience in Commercial Laundry Operations

Enquiries to Gary Rowbottom, Manager Prison Industries, Department of Justice, mobile 0400 835 583, email gary.rowbottom@justice.tas.gov.au

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Gary Rowbottom on 0400 835 583.

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.

POLICE AND EMERGENCY MANAGEMENT

CORPORATE SERVICES

Communications and Information Technology Services

Senior Computer Systems Officer (Server) (001443).

Applications Close:—Monday, 18 August 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Computer Systems Officer, Level 3 (A and C Level 8).

Permanent full-time.

Location:—Hobart.

Duties:—Manage the continuity of corporate and operational business systems and applications, undertaking and co-ordinating system administration as required. Provide specialist technical advice, guidance and assistance with respect to the strategic development of the departmental infrastructure to support operational and corporate business needs. Provide high level technical support to projects and tasks undertaken to develop and enhance the departmental technology infrastructure. Provide technical leadership and mentoring for other members of the branch undertaking application development and system support.

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

Qualifications:—Qualifications are not prescribed, however tertiary qualifications in a relevant discipline would be an advantage.

Direct practical experience with the administration of Windows 2000 Server, Lotus Notes, SQL Server, VMWare, Citrix and Web Server technologies and with the on-going management of network security, technical configurations and procedures would be advantageous.

A current driver's licence is desirable.

Enquiries to Mr Greg Samms, Manager, Infrastructure and Support Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart 7001, phone (03) 6230 2272, email greg.samms@police.tas.gov.au

Applications to Co-ordinator, Employment Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart 7001, phone (03) 6230 2266, fax (03) 6230 2119.

POLICE AND EMERGENCY MANAGEMENT

CORPORATE SERVICES

Human Resource Information Services

HR Officer (002004).

Applications Close:—Monday, 18 August 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Hobart.

Duties:—As a member of Human Resources, undertake specialist functions including utilising an integrated computerised HRM system to provide quality personnel and payroll services for the Department of Police and Emergency Management. Provide authoritative and timely advice to internal and external clients in relation to relevant legislation and departmental policy.

Enquiries to Ms Lorraine Hand, Manager, Human Resource Information Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart 7001, phone (03) 6230 2217, email lorraine.hand@police.tas.gov.au

Applications to Co-ordinator, Employment Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart 7001, phone (03) 6230 2266, fax (03) 6230 2119.

POLICE AND EMERGENCY MANAGEMENT

CORPORATE SERVICES

Records Information Services

Senior Records Officer (002060).

Applications Close:—Monday, 18 August 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time.

Location:—Hobart.

Duties:—To provide efficient and effective records management to customers in Administration. To provide a state wide advisory service in relation to records management to Districts and Support Units.

To provide policy and operational guidance to project teams undertaking corporate information management projects in matters related to records management.

Essential Requirements:—

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

Qualifications and Experience:—Completion or progress towards obtaining qualifications relevant to records management, information management and/or project management would be an advantage.

Enquiries to Ms Angela Males, Manager, Records Information Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart 7001, phone (03) 6230 2218, email angela.males@police.tas.gov.au

Applications to Co-ordinator, Employment Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart 7001, phone (03) 6230 2266, fax (03) 6230 2119.

POLICE AND EMERGENCY MANAGEMENT

CORPORATE SERVICES

Office of the Director

Administrative Assistant (002975, WITHDRAWN).

Applications Close:—Friday, 15 August 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Hobart.

Duties:—Provide administrative, keyboard and clerical support to the Director, Corporate Services and the Principal Legal Officer.

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

Qualifications and Experience:—Ability and experience necessary to provide efficient administrative/keyboard support and communicate effectively at all levels.

Enquiries to Ms Kirsten Bromfield, A/Executive Officer, Office of the Director, Corporate Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart 7001, phone (03) 6230 2308, email Kirsten.bromfield@police.tas.gov.au

Applications to Co-ordinator, Employment Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart 7001, phone (03) 6230 2266, fax (03) 6230 2119.

POLICE AND EMERGENCY MANAGEMENT

EASTERN DISTRICT

Bellerive Division

Property Officer (002687).

Applications Close:—Monday, 18 August 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Rosny.

Duties:—Provide an efficient and effective service in relation to recording, accounting for and disposal of property recovered or confiscated by police officers in the Eastern District, including Lost and Found Property and associated checks. Ensure the security of all storage facilities for the Eastern District. Provide an oversighting and advisory role in relation to customer service enquiries.

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

Enquiries to Mr Mark Kitchener, Executive Officer, Administration, Eastern District, Department of Police and Emergency Management, G.P.O. Box 308, Hobart 7001, phone (03) 6230 2727, email mark.kitchener@police.tas.gov.au

Applications to Co-ordinator, Employment Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart 7001, phone (03) 6230 2266, fax (03) 6230 2119.

POLICE AND EMERGENCY MANAGEMENT

TASMANIA FIRE SERVICE

Northern Region

Clerical Support Officer (521459).

Applications Close:—Monday, 18 August 2008.

Salary:—\$41,263–\$44,767 per annum.

Tasmania Fire Service Finance and Administration Agreement 1996, Administration and Clerical, Level 2.

Permanent part-time 60% FTE.

Location:—Northern Region.

Duties:—Provide clerical and reception services together with mentoring staff contributing to an efficient and effective service to the Northern Region (NR) of the Tasmania Fire Service (TFS) and provide information and advice to internal/external customers on a broad range of TFS issues.

Desirable Requirements:—Certificate III in Business or equivalent qualification or progress towards attaining this qualification. Knowledge of Microsoft Office applications a distinct advantage. A current Driver's Licence.

To be considered for an interview an applicant must address each of the selection criteria outlined in the Statement of Duties. An Application for Employment is to be completed and forwarded with your application. Each applicant is requested to provide three copies of their application. Statement of Duties including selection criteria and Application for Employment form is available from Andrew Comer on (03) 6336 5630 or from www.jobs.tas.gov.au

Enquires to Andrew Comer on (03) 6336 5630.

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

POLICE AND EMERGENCY MANAGEMENT

TASMANIA FIRE SERVICE

Operations

Station Officer—2 Vacancies.

Applications Close:—Monday, 18 August 2008.

Salary:—\$70,393 per annum.

Tasmania Fire Fighting Industry Employees Award 2000, Station Officer.

Vacancy No. 520128.

Permanent full-time.

Location:—Southern Region.

Vacancy No. 520105.

Permanent full-time.

Location:—Southern Region.

Duties:—Manage assigned personnel and physical resources to provide effective emergency response and community preparedness, including the supervision of operations at emergency incidents and implementation of community fire safety and education programmes.

Essential Requirements:—Tasmania Fire Fighting Industry Employees Award 2000 (or equivalent) qualifications for appointment/promotion to the rank of Station Officer. These qualifications require the acquisition of competencies required by the TFS up to and including Leading Firefighter and evidence of current competence for those competencies.

Desirable Requirements:—Meet the medical requirements of the TFS; Have a high standard of health and fitness; Able to work at heights or in confined spaces; Hold a current driver's licence with 'MR' endorsement. Currently, one of these positions is in Hobart Fire Brigade and the other in Fire Investigation, however, applicants are reminded that these vacancies are in Southern Region and the successful applicants may be required to work in other areas of the region from time to time.

To be considered for an interview an applicant must address each of the selection criteria outlined in the Statement of Duties. An Application for Employment is to be completed and forwarded with your application. Each applicant is requested to provide three copies of their application. Statement of Duties (including selection criteria) and Application for Employment form is available by phoning Gavin Freeman (03) 6230 8402 or from www.jobs.tas.gov.au

Enquiries to Gavin Freeman on telephone (03) 6230 8402

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

POLICE AND EMERGENCY MANAGEMENT

WESTERN DISTRICT

Burnie Division

Property Officer (002350).

Applications Close:—Monday, 18 August 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Burnie.

Duties:—To provide an efficient and effective service in relation to recording, accounting for and disposal of property recovered or confiscated by police officers in the Western District, including Lost Property Reports, Found Property and associated checks. Ensure the security of all storage facilities together with Drug Exhibits for Western District.

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

Enquiries to Mr Phil Chadwick, Executive Officer, Administration, Western District, Department of Police and Emergency Management, G.P.O. Box 308, Hobart 7001, phone (03) 6434 5259, email phillip.chadwick@police.tas.gov.au

Applications to Co-ordinator, Employment Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart 7001, phone (03) 6230 2266, fax (03) 6230 2119.

PREMIER AND CABINET
CORPORATE SERVICES DIVISION
Ministerial Drivers

Ministerial Driver (000201).

Applications Close:—Friday, 15 August 2008.

Salary:—\$62,290 per annum.

Ministerial Drivers Industrial Agreement.

Permanent full-time.

Location:—Hobart.

Duties:—As part of a team, provide a car transportation service for Ministers, certain Members of Parliament and other dignitaries (clients).

Essential Requirements:—Holder of a current and valid non-probationary driving licence. Successful completion of an defensive driving test. Successful completion of a medical examination. Satisfactory driving record including a pre employment check relating to driving or other offences.

Enquiries to Scott Wiggins, Manager Ministerial Transport, Department of Premier and Cabinet, phone (03) 6233 7969, email Scott.Wiggins@dpac.tas.gov.au

Applications to Melanie Nugent, Executive Assistant, Department of Premier and Cabinet, G.P.O. Box 123 Hobart Tasmania 7001, phone (03) 6233 3738, fax (03) 6233 2769, email job.application@dpac.tas.gov.au

PREMIER AND CABINET
EXECUTIVE DIVISION
Portfolio Services

Executive Officer (001479).

Applications Close:—Friday, 15 August 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Fixed-term full-time (6 months).

Location:—Hobart.

Duties:—Assist the Senior Executive Officer, Portfolio Services Unit in dealing with the Premier's correspondence and other correspondence as required. Ensure that all responses are timely, meet the required standards and are consistent with current Government policies. Assist with designated programmes and projects administered by the Office of the Secretary.

Enquiries to Sally Shepherd, Portfolio Services Manager, Department of Premier and Cabinet, phone (03) 6233 3314, email Sally.Shepherd@dpac.tas.gov.au

Applications to Melanie Nugent, Executive Assistant, Department of Premier and Cabinet, G.P.O. Box 123 Hobart Tasmania 7001, phone (03) 6233 3738, fax (03) 6233 2769, email job.application@dpac.tas.gov.au

PREMIER AND CABINET
POLICY DIVISION

Assistant Director (001424).

Applications Close:—Friday, 15 August 2008.

Salary:—\$85,813 per annum.

Administrative and Clerical Employees Award, Level 12.

Permanent full-time.

Location:—Hobart.

Duties:—Manage staff, programmes and projects as required. Member of the management team of the Division. Team leader for a broad range of policy tasks, Government programmes and initiatives. Provide the Premier and the Cabinet with broad-based authoritative advice and comment at a strategic level. Initiate policies that progress the Government's strategic directions.

Desirable Requirements:—Tertiary qualifications in a major policy field and demonstration of an advanced level of skills in analysis and comment.

Enquiries to Tim Bullard, Director, Department of Premier and Cabinet, phone (03) 6233 6452, email Tim.Bullard@dpac.tas.gov.au

Applications to Melanie Nugent, Executive Assistant, Department of Premier and Cabinet, G.P.O. Box 123 Hobart Tasmania 7001, phone (03) 6233 3738, fax (03) 6233 2769, email job.application@dpac.tas.gov.au

PREMIER AND CABINET
PUBLIC SECTOR MANAGEMENT OFFICE

Graduate Research Officer (000402).

Applications Close:—Friday, 15 August 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:—Provide research, analysis and development of employment related policy issues within the scope of work undertaken by the Public Sector Management Office involving a broad range of industrial relations, human resource, employment policy and/or training and development issues.

Essential Requirements:—A degree or tertiary qualification in a discipline relevant to human resources, industrial relations, people management or legal.

Enquiries to Frank Ogle, Director, Department of Premier and Cabinet, phone (03) 6233 6546, email Frank.Ogle@dpac.tas.gov.au

Applications to Melanie Nugent, Executive Assistant, Department of Premier and Cabinet, G.P.O. Box 123 Hobart Tasmania 7001, phone (03) 6233 3738, fax (03) 6233 2769, email job.application@dpac.tas.gov.au

PREMIER AND CABINET
PUBLIC SECTOR MANAGEMENT OFFICE

Principal Consultant (001483).

Applications Close:—Friday, 15 August 2008.

Salary:—\$85,813 per annum.

Administrative and Clerical Employees Award, Level 12.

Permanent full-time.

Location:—Hobart.

Duties:—Provide authoritative and strategic advice, comment and support to the Director on the design, direction and evaluation of strategic people management, change management and organisational development. Develop a cohesive approach to strategic people management and establishment of partnerships across and with Agencies with respect to an integrated approach to strategic people management.

Desirable Requirements:—Tertiary qualifications in a relevant discipline are considered highly desirable.

Enquiries to Frank Ogle, Director, Department of Premier and Cabinet, phone (03) 6233 6546, email Frank.Ogle@dpac.tas.gov.au

Applications to Melanie Nugent, Executive Assistant, Department of Premier and Cabinet, G.P.O. Box 123 Hobart Tasmania 7001, phone (03) 6233 3738, fax (03) 6233 2769, email job.application@dpac.tas.gov.au

PRIMARY INDUSTRIES AND WATER

CORPORATE SERVICES

*Corporate Marketing Unit***Marketing and Communications Consultant (General) (702878).**

Applications Close:—Friday, 15 August 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

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

Applicants should note that while this vacancy has been advertised as full-time, DPIW may be prepared to negotiate a part-time or job share arrangement with the successful applicant/s. Pro rata salary is based on the above full-time rates.

Duties:—Provide a high quality media management and communications service to the Department. Actively contribute to the development and implementation of marketing and communications policies and practices. Manage media issues for the Department along with specific projects and/or publications.

Desirable Requirements:—Extensive experience in journalism, photography and editing. Knowledge of the political process. Tertiary qualifications in a relevant discipline would be an advantage.

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

Enquiries to Chris Buza, phone (03) 6233 6340, email chris.buza@dpiw.tas.gov.au

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

PRIMARY INDUSTRIES AND WATER

CORPORATE SERVICES

*Corporate Marketing Unit***Web Publishing Officer (702884).**

Applications Close:—Friday, 15 August 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time.

Location:—Hobart.

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

Applicants should note that while this vacancy has been advertised as full-time, DPIW may be prepared to negotiate a part-time or job share arrangement with the successful applicant/s. Pro rata salary is based on the above full-time rates.

Duties:—Ensure all content is customer-focussed and meets Government and Departmental Site standards and guidelines before it is placed on the Department's Internet and Intranet sites. This will include an editing and quality assurance role to ensure content is well written for the target audience and value-adds by taking into account the web as a publishing medium. Provide publishing help desk support to divisional publishers and content managers.

Desirable Requirements:—Previous relevant work experience in web publishing, training or communication fields. A current motor vehicle driver's licence.

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

Enquiries to Emil Kolbe, phone (03) 6233 6576, email emil.kolbe@dpiw.tas.gov.au

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

PRIMARY INDUSTRIES AND WATER

RESOURCE MANAGEMENT AND CONSERVATION

*Fox Eradication***Investigations Officer (Fox Eradication) (702867-702870)—4 Vacancies.**

Applications Close:—Friday, 15 August 2008.

Salary:—\$42,233 per annum.

Operational Employees Award, Level 7.

Permanent full-time.

Location:—702867-702868 (Launceston), 702869 (Devonport), 702870 (Hobart).

Duties:—Support and assist the Co-ordinator (Monitoring) with planning, conducting, supervising, recording and participating in investigations of evidence relevant to the programme to eradicate foxes in Tasmania.

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

Desirable Requirements:—Category A and B firearms licence. Workplace Level 2 First Aid Certificate or equivalent. Chemical Handling Certificate.

Applications should quote vacancy title and number, be marked Personal and Confidential and addressed as indicated. Applicants applying for more than one vacancy location should indicate their order of preference.

Enquiries to Jane Ryan, phone (03) 6336 5320, email jane.ryan@dpiw.tas.gov.au

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

PRIMARY INDUSTRIES AND WATER

WATER RESOURCES

*Water Assessment***Co-ordinator (Strategic Water Information) (702883).**

Applications Close:—Friday, 15 August 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Fixed-term full-time from as soon as possible for 12 months.

Location:—New Town

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

Duties:—To manage and deliver the development of a Strategic Water Information and Monitoring Plan (SWIMP) for the State which outlines the directions, and areas for development to improve the States water-monitoring network. This includes water resource and flood warning and forecasting.

Desirable Requirements:—A relevant tertiary qualification. Several years experience in the use and development of water information related monitoring systems. Extensive experience in environmental and water resource data handling and management. A current motor vehicle driver's licence.

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

Enquiries to Cate Graham, phone (03) 6233 6328, email cate.graham@dpiw.tas.gov.au

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

PRIMARY INDUSTRIES AND WATER

WATER RESOURCES

Water Assessment

Senior Aquatic Ecologist (701364).

Applications Close:—Friday, 15 August 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:—Lead complex aquatic ecology studies and research projects with a focus on the delivery of waterway health and environmental water requirement information for Tasmania's catchments. Provide specialist review and advice on fresh water ecological issues to the Department.

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 Aquatic Ecology or Environmental Science or an equivalent qualification from a recognised tertiary institution.

Desirable Requirements:—Several years experience in the collection, collation, analysis and reporting of biological information from water bodies. Post-graduate studies in aquatic ecology and statistics. A current motor vehicles drivers licence. Four wheel driving certification. Current first aid certificate. Completion of relevant courses/training in water safety.

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

Enquiries to Cate Graham, phone (03) 6233 6328, email cate.graham@dpiw.tas.gov.au

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

TAFE TASMANIA

DELIVERY TEAMS

Team Leader (Aged Care and Enrolled Nursing) (000775).

Applications Close:—Friday, 15 August 2008.

Salary:—\$73,787 per annum.

TAFE Teachers Award, Head of Department 1 (Team Leader).

Permanent full-time.

Location:—South.

An increased salary of \$7,735 may be negotiated in lieu of additional recreation leave entitlements available for the position.

Duties:—In conjunction with the current Team Leader facilitate the delivery of educational and training service programmes offered by TAFE Tasmania, motivate and lead teaching teams and participate as a member of the management team.

Required to manage, contribute to, and participate in the development and delivery of a range of general and specific innovative training programmes and services whilst undertaking management functions involving staff, resource allocation, monitoring, planning and student administration within a framework defined by the commercial objectives of TAFE Tasmania and with the demands of industry.

Desirable Requirements:—Relevant vocational qualifications, ie an appropriate tertiary qualification and/or industry/ professional experience relevant to the position. A teaching qualification and/or a qualification in education administration or general management. 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

Enquiries to Michelle Eastman, Manager Health Services, TAFE Tasmania, phone (03) 6421 5522, mobile 0400 699 574, email Michelle.Eastman@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.

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

Drysdale Institute

Teacher (Butchery) (331607).

Applications Close:—Friday, 15 August 2008.

Salary:—\$44,085–\$65,971 per annum.

TAFE Teachers Award, Teacher.

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

Location:—South.

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

Desirable Requirements:—(i) 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

Enquiries to Eric Ortmann, Team Leader, Food South, TAFE Tasmania, phone (03) 6233 9078, mobile 0408 342 378, email Eric.Ortmann@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.

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

Drysdale Institute

Teacher (Hospitality) (330565).

Applications Close:—Friday, 15 August 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.

We are seeking a multi skilled hospitality professional to join the hospitality teaching team. It would be advantageous to possess experience and or qualifications in one or more of the following: Training and assessment in the hospitality industry Food and beverage service (with a high level knowledge of contemporary dining and food trends) Bar operations and wine service Functions and business administration Housekeeping/accommodation front office Commercial cookery.

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

Enquiries to Robin Black, A/Team Leader, Hospitality South, TAFE Tasmania, phone (03) 6233 7195, email 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.

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.

TREASURY AND FINANCE

CORPORATE SUPPORT DIVISION

Finance and Administration Branch

Financial Accountant (724121).

Applications Close:—Friday, 22 August 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

Duties:—The key function of this position is to provide specialist financial and accounting policy advice in relation to accrual and cash accounting for the Department's financial operations and prepare the Department's Financial Statements.

In the context of the selection criteria, to be successful in the position applicants will possess: a high level knowledge of Treasurer's Instructions, statutory and other applicable requirements and instructions relating to financial operations; the capacity to organise, schedule and deliver output with a stakeholder focus; and a strong background in researching, analysing and synthesising accounting issues.

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

Enquiries to Michael Gluskie, Assistant Director, Finance and Administration Branch, Department of Treasury and Finance, phone (03) 6233 5036, email michael.gluskie@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

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 or alternatively by phoning Melissa Webster on (03) 6233 3483.

TREASURY AND FINANCE

CORPORATE SUPPORT DIVISION

*Finance and Administration Branch***Management Accountant (724122).**

Applications Close:—Friday, 15 August 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

Duties:—The key function of this position is to provide specialist financial and budget management advice in relation to accrual and cash accounting for the Department's financial operations, preparing the Department's annual budgets and managing the Financial Management and Budget Information System which supports the Department's operations.

In the context of the selection criteria, to be successful in the position applicants will possess: a high level knowledge of Treasurer's Instructions, statutory and other applicable requirements and instructions relating to financial and budget operations; the capacity to organise, schedule and deliver output with a stakeholder focus; and a strong background in researching, analysing and synthesising financial and budget issues.

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

Enquiries to Michael Gluskie, Assistant Director, Finance and Administration Branch, Department of Treasury and Finance, phone (03) 6233 5036, email michael.gluskie@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

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 or alternatively by phoning Melissa Webster on (03) 6233 3483.

TREASURY AND FINANCE

REVENUE, GAMING AND LICENSING DIVISION

*Revenue Branch***Assistant Director Compliance (724124).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$80,382–\$85,813 per annum.

Administrative and Clerical Employees Award, Executive Manager, Level 11/12.

Permanent full-time.

Location:—Hobart.

Duties:—The Assistant Director, as head of the Revenue Advice and Audit Section of the Revenue Branch, will oversee the development and implementation of a contemporary programme of compliance for state taxation. The Assistant Director will contribute to the achievement of corporate objectives through effective leadership and people management and will identify business initiatives that lead to improvements in both taxpayer services and taxpayer compliance. The Assistant Director will take an active role in Branch management.

In the context of the selection criteria, to be successful in the position applicants will: have strong leadership capacity and demonstrated experience in successfully motivating staff and driving change; have the ability to manage and develop compliance resources for state revenue and other schemes administered by the Revenue Branch, including the development of strategies and programmes for maximising compliance and identifying and mitigating areas of risk; and have the demonstrated ability to analyse and form judgements on complex matters related to the interpretation and application of legislation.

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

Enquiries to Chrissie Berryman, Director, Revenue Branch, Department of Treasury and Finance, phone (03) 6233 6647, email chrissie.berryman@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

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 or alternatively by phoning Melissa Webster on (03) 6233 3483.

TREASURY AND FINANCE

REVENUE, GAMING AND LICENSING DIVISION

*Revenue Branch***Principal Taxation Advisor (723436).**

Applications Close:—Friday, 22 August 2008.

Salary:—\$76,763 pro rata.

Administrative and Clerical Employees Award, Level 10.

Fixed-term part-time 14.7 hours per week until 19 August 2009.

Location:—Hobart.

Duties:—In the context of the selection criteria, to be successful in the position applicants will: undertake the internal review function to ensure consistency, the collection of the correct amount of state taxation and the allocation of grant monies in accordance with relevant legislation; perform specialist policy review and taxation legislation research as the basis for the development of rulings, input into policy deliberations and the development of legislative amendments; and manage the AAD review, Supreme Court appeal and prosecution processes to ensure that matters are progressed and resolved as efficiently as possible.

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

Enquiries to Glenn Bounds, Assistant Director, Revenue Branch, Department of Treasury and Finance, phone (03) 6233 2694, email glenn.bounds@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

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 or alternatively by phoning Melissa Webster on (03) 6233 3483.

Staff Movements

Permanent Appointments

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Environment, Parks, Heritage & the Arts	Senior Compliance Officer	P. Shelverton	6 months	04.08.08
Health & Human Services	Customer Service Officer	N. Aitken	6 months	04.08.08
Health & Human Services	Health Promotion Coordinator	M. Towle	6 months	04.08.08
Health & Human Services	Registered Nurse	T. McKenna	6 months	04.08.08
Health & Human Services	Ambulance Officer	M. Buck	6 months	29.06.08
Health & Human Services	Ambulance Officer	J. Young	6 Months	21.05.08
Health & Human Services	Staff Specialist	E. Huckerby	6 months	07.07.08
Health & Human Services	Staff Specialist	J. Kippax	6 months	07.07.08
Health & Human Services	Physiotherapist-Community	M. Kalis	6 months	12.07.08
Health & Human Services	Registered Nurse	D. Stoehr	6 months	03.08.08
Health & Human Services	Registered Nurse	G. Meyers	6 months	29.07.08
Health & Human Services	IT Officer	J. Viney	6 months	22.07.08
Health & Human Services	IT Officer	M. Hughes	6 months	08.08.08
Infrastructure, Energy & Resources	Service Delivery Consultant	A. Grace	6 months	25.07.08
Infrastructure, Energy & Resources	Driving Testing Officer	N. Brown	6 months	28.07.08
Infrastructure, Energy & Resources	Driver Testing Officer	A. Slater	6 months	06.08.08
Infrastructure, Energy & Resources	Driving Testing Officer	M. Carter	6 months	28.07.08
Infrastructure, Energy & Resources	Driving Testing Officer	G. Morse	6 months	28.07.08
Infrastructure, Energy & Resources	Driving Testing officer	M. Adlard	6 months	28.07.08
Infrastructure, Energy & Resources	Driving Testing officer	D. Hunt	6 months	28.07.08
Infrastructure, Energy & Resources	Driving Testing Officer	R. Byrne	6 months	28.07.08
Primary Industries & Water	Administrative Assistant (Water Licence and Dam Administration)	N. Carter	3 months	07.08.08
Primary Industries & Water	Client Service Officer	A. Fairfield	6 months	04.08.08
Primary Industries & Water	Senior Natural Values Assessment Officer (Marine)	A. Reid	6 months	18.08.08
Primary Industries & Water	Section Head (Monitoring and Investigations)	P. Cremasco	6 months	08.09.08
Treasury & Finance	Research Officer	T. Laird	6 months	11.08.08
Treasury & Finance	Revenue Officer	V. Johnson	6 months	11.08.08

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Environment, Parks, Heritage & the Arts	E. Hatton	Systems Administrator	01.08.08
Health & Human Services	J. McCarthy	Team Leader Case Management	28.07.08
Health & Human Services	N. Johnson	Bus Driver/Diversional Therapist	21.07.08
Health & Human Services	S. Smith	Diabetes Research Nurse	01.08.08
Health & Human Services	M. Norris	Clinical Coder	02.08.08
Justice	D. Bennett	Senior Records Officer	31.07.08
Premier & Cabinet	P. Levett	Senior Policy Analyst, Office of Children and Youth Affairs	30.07.08
Premier & Cabinet	C. Haberle	Senior HR Consultant (Policy)	28.07.08
Primary Industries & Water	S. Maxfield	Examiner	30.07.08
Treasury & Finance	N. Gourlay	Principal Revenue Officer	04.08.08
Treasury & Finance	K. Gaffney	Senior Revenue Officer	11.08.08

Resignation of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Attendant	C. Chapman	14.07.08
Health & Human Services	Dental Attendant	Ms V Haneveer	11.07.08
Health & Human Services	Registered Nurse	C. Price	27.07.08
Health & Human Services	Hospital Assistant - TCU	L. Firth	30.07.08
Health & Human Services	Child Protection Worker	T. Haberfield	29.06.08
Health & Human Services	Registered Nurse	S. Brown	02.08.08
Health & Human Services	Registered Nurse (Midwife)	J. Kollner	31.07.08
Health & Human Services	Youth Worker	R. Youd	30.07.08
Health & Human Services	Dietitian	E. Gatenby	02.08.08
Police & Emergency Management	Clerk (Information Services, Operations Support)	K. Walker	01.08.08
Treasury & Finance	Government Prices Oversight Commissioner	A. Reeves	01.08.08

Transfer of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Treasury & Finance	J. Cox	Treasury & Finance	Assistant Director	04.08.08

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Records Assistant	L. Lane	25.07.08
Police & Emergency Management	Manager, Office of the Commissioner	W. Pless	21.08.08

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