



# TASMANIAN STATE SERVICE NOTICES

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

### Vacancies—General Information

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

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

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

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

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

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

#### Further Information

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

#### Submission of Applications

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

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

#### Fixed-Term Appointment

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

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

#### Fixed-Term Employment Registers

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

Email copy to or fax to (03) 6216 4294.

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

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

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

*Government Gazette:—*

Copy must be received by Print Applied Technology Pty Ltd by prior to publication.

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

## TASMANIAN GOVERNMENT GAZETTE & TASMANIAN STATE SERVICES NOTICES

### PUBLICATION AND COPY CLOSURE DATES

#### *Christmas 2008*

**COPY** for the Tasmanian Government Gazette and State Service Notices to be published on Wednesday, 24 December 2008:—

All copy for the General Gazette must be received by 12pm on Friday 19 December 2008.

Copy for the State Services must be received by 12 noon on Friday 19 December 2008.

**COPY** for the Tasmanian Government Gazette to be published on Wednesday, 31 December 2008:—

All copy for General Gazette must be received by 12pm on 23 December 2008.

**NOTE: There will not be a State Service section on this date.**

**COPY** for the Tasmanian Government Gazette and State Service Notices to be published on Wednesday, 7 January 2009:—

All copy for the General Gazette must be received by 4 p.m. on Friday, 2 January 2009.

## ECONOMIC DEVELOPMENT AND TOURISM

### CORPORATE SUPPORT DIVISION

#### *Human Resources*

#### **Manager Client Services (424139).**

Applications Close:—Friday, 2 January 2009.

Salary:—\$79,834 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

Duties:—Lead and manage the HR Client Services team in the development and delivery of contemporary HR management practices focussed on the effective and efficient delivery of HR client services and provide specialist, authoritative and consultative advice on complex/sensitive human resource matters and provide the primary point of contact for senior management.

Desirable Requirements:—A relevant tertiary qualification in human resource management or related discipline. A current driver's licence.

Enquiries to David Sproule for a copy of the Statement of Duties on (03) 6233 5893 or email [David.Sproule@development.tas.gov.au](mailto:David.Sproule@development.tas.gov.au). For further information about the position please contact Mark Jones, Human Resources Director, phone (03) 6233 5782, email [Mark.Jones@development.tas.gov.au](mailto:Mark.Jones@development.tas.gov.au).

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

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

## ECONOMIC DEVELOPMENT AND TOURISM

### ENTERPRISE DEVELOPMENT DIVISION

#### **Executive Assistant (424806T).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$46,736–\$49,582 per annum.

Administrative and Clerical Employees Award, Level 4.

Fixed-term full-time for 6 months.

Location:—Hobart.

Duties:—Provide high level administrative and executive support to the Deputy Secretary and oversee the day to day functions of the office in delivering its objectives by providing a high level of client service.

Enquiries to Elizabeth Jack, Deputy Secretary, Department of Economic Development and Tourism, phone (03) 6233 5820, email [Elizabeth.Jack@development.tas.gov.au](mailto:Elizabeth.Jack@development.tas.gov.au).

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

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

## ECONOMIC DEVELOPMENT AND TOURISM

ENTERPRISE DEVELOPMENT DIVISION

*Regional Office North***Project Manager (424399).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$74,179–\$76,069 per annum.

Administrative and Clerical Employees Award, Level 9.

Fixed-term full-time to 17 January 2010.

Location:—Launceston.

Duties:—Contribute to the identification, development, delivery and management of delegated development strategies and opportunities that maximise investment, growth and job creation in accordance with the government's broader economic objectives.

Desirable Requirements:—Relevant tertiary or industry recognised qualifications and/or professional affiliations. Current driver's licence.

Enquiries to Glenys Holt for a copy of the Statement of Duties on (03) 6336 2822 or email [Glenys.Holt@development.tas.gov.au](mailto:Glenys.Holt@development.tas.gov.au). For further information about the position please contact Tom Black, Regional Manager North, phone (03) 6336 2891, email [Tom.Black@development.tas.gov.au](mailto:Tom.Black@development.tas.gov.au).

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

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

## ECONOMIC DEVELOPMENT AND TOURISM

INDUSTRY DEVELOPMENT DIVISION

*Resources and Infrastructure Development***Assistant General Manager (424362).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$89,246 per annum.

Administrative and Clerical Employees Award, Level 12.

Permanent full-time.

Location:—Hobart.

Duties:—Provide high level authoritative policy advice and strategic direction in relation to infrastructure, including building and property industry development and projects in order to make a significant contribution to balanced and sustainable economic development in Tasmania and the achievement of departmental goals and objectives.

Direct the management and co-ordination of infrastructure based industry development and projects for the Department, and provide support to the General Manager.

Desirable Requirements:—Proven senior management experience in both public and private sector environments. Relevant tertiary qualifications. Current Drivers 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](mailto:Melissa.Honey@development.tas.gov.au). For further information about the position please contact Matt McGee, General Manager, phone (03) 6233 5733, email [Matt.McGee@development.tas.gov.au](mailto:Matt.McGee@development.tas.gov.au).

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

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

## ECONOMIC DEVELOPMENT AND TOURISM

SPORT AND RECREATION TASMANIA

*Sport and Recreation Services***Programme Manager, Trails and Bikeways (425048).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$74,179–\$76,069 per annum.

Administrative and Clerical Employees Award, Level 9.

Permanent full-time.

Location:—Hobart.

Duties:—To develop, design, implement and deliver frameworks, policies, programmes, products and services for establishing trails and bikeways in Tasmania.

Desirable Requirements:—Relevant tertiary or sector recognised qualifications and/or professional affiliations. Current drivers licence.

Enquiries to Joy Maher for a copy of the Statement of Duties on (03) 6233 5926 or email [Joy.Maher@development.tas.gov.au](mailto:Joy.Maher@development.tas.gov.au). For further information about the position please contact Helen Langenberg, Manager Sport and Recreation Services, phone (03) 6233 5793, email [Helen.Langenberg@development.tas.gov.au](mailto:Helen.Langenberg@development.tas.gov.au).

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

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

## EDUCATION

CORPORATE SERVICES

*Finance, Facilities and Business Support*

Corporate Service Centre

Corporate Systems

**IT Consultant—Re-advertised (590078).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$66,660–\$70,423 per annum.

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

Fixed-term full-time from as soon as possible to 6 October 2009.

Location:—Hobart.

Description of the Role:—Consult, lead and manage staff on the development of projects, software support and liaison with vendors in a client support focussed team. Applications currently used include EmpowerHR, TechOne Financials and other web-based solutions. IT Qualifications are highly desirable.

Local Task List is Available.

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

Desirable Requirements:—Appropriate post secondary qualification and/or industry experience relevant to the position. At least three years experience in the delivery of IT support and infrastructure services. A current drivers licence.

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications: Electronic applications must be in either Microsoft Word or 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 vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Mark Teague, Department of Education, phone (03) 6233 7047, email mark.teague@education.tas.gov.au.

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

## EDUCATION

### CORPORATE SERVICES

#### *Information and Technology Services*

#### Application Support and Development

#### **Senior IT Support Officer (962205).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$57,221–\$62,895 per annum.

Administrative and Clerical Employees Award, Computer Systems Officer, Level 2 (A and C Level 6-7).

Permanent full-time from 12 January 2009.

Location:—Hobart.

Description of the Role:—Ensure the provision of an effective and efficient ICT client support service within the education environment. Plan and implement troubleshooting, hardware support and software management strategies. The provision of supervision, training and leadership 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, 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 vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Kris Klasen, Department of Education, phone (03) 6233 6994, email kris.klasen@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) 6233 0566, email recruitment@education.tas.gov.au.

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

#### Mayfield Primary School

#### **Clerk (305437).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$36,034–\$38,873 pro rata.

Administrative and Clerical Employees Award, Level 2.

Permanent part-time 58.8 hours per fortnight for up to 42 weeks per year from 9 February 2009.

Location:—Mayfield Primary School.

Description of the Role:—Under direction carry out routine clerical and keyboard support duties as required.

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

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications: Electronic applications must be in either Microsoft Word or 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 vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

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

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

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (South-East)*

#### **Speech and Language Pathologists—2 Vacancies.**

Applications Close:—Friday, 19 December 2008.

Salary:—\$46,148–\$73,844 per annum.

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

Vacancy No. 963908.

Fixed-term full-time from 1 January 2009 to 31 December 2009.

Location:—Learning Services (South-East).

Vacancy No. 963909.

Fixed-term full-time from 1 January 2009 to 31 December 2009.

Location:—Learning Services (South-East).

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, 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 vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Megan Cavanagh, Department of Education, mobile 0407 367 324, email [megan.cavanagh@education.tas.gov.au](mailto:megan.cavanagh@education.tas.gov.au).

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7251, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LEARNING SERVICES

*Learning Services (South-East)*

Distance Education Tasmania

#### **Advanced Skills Teacher (963848)—WITHDRAWN.**

Applications Close:—Friday, 19 December 2008.

Salary:—\$77,046 per annum.

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

Permanent full-time.

Location:—Distance Education Tasmania

**Description of the Role:**—To implement and manage appropriate learning programs for students and to assess individual student progress. To assist the Principal in the general educational leadership, management and administration of a particular school or college.

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

Current certificate of registration; or provisional registration in accordance with the provisions of the Teachers Registration Act 2000.

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

**Desirable Requirements:**—Four years or more training as

defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications: Electronic applications must be in either Microsoft Word or 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 vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Janine Bowes, Department of Education, phone (03) 6233 0566, email [janine.bowes@education.tas.gov.au](mailto:janine.bowes@education.tas.gov.au).

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7251, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### SKILLS TASMANIA

*Training Consultancy and Agreements*

#### **Client Support Officer (421357).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$41,318–\$43,922 pro rata.

Administrative and Clerical Employees Award, Level 3.

Fixed-term part-time 36.75 hours per fortnight from 2 January 2009 to 2 June 2009.

Location:—Hobart.

**Description of the Role:**—Provide front line customer service and clerical support for the Branch including reception, client enquiries, word processing, and data entry.

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 vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Karen Pritchard, Department of Education, phone (03) 6233 7713, email [karen.pritchard@education.tas.gov.au](mailto:karen.pritchard@education.tas.gov.au).

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7251, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

### ENVIRONMENT

*Scientific and Technical*

#### **Environmental Technical Officer, Air Quality Monitoring (701781).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$51,504–\$53,412 per annum.

Technical Employees Award, Level 3.

Permanent full-time.

Location:—Hobart.

Employment Status:—Applicants seeking part-time employment of at least 0.8 of the full-time equivalent hours are also welcome to apply.

Duties:—Undertake laboratory operations and management, and field based technical monitoring; assist with the maintenance of the air monitoring network; carry out scientific instrument calibration, maintenance and operation, and ensure quality control in accordance with the Tasmanian Air Monitoring Plan.

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

Desirable Requirements:—A current motor vehicle driver's licence, several years experience with sensitive scientific measurement procedures and equipment operation and maintenance and experience appropriate to the level of the role.

Enquiries to Elaine Adams for further information regarding the vacancy or for a copy of the Statement of Duties, phone (03) 6233 3373, email Elaine.Adams@environment.tas.gov.au.

Applications to address the selection criteria as 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, Tas, 7001, phone (03) 6233 5914, fax (03) 6233 5907, email applications@depha.tas.gov.au.

#### HEALTH AND HUMAN SERVICES

##### **Consultant Performance and Quality (516565).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$79,047 per annum.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 7.

Fixed-term full-time day work commencing 05 January 2009 until 04 January 2011.

Location:—Disability Services, South.

Duties:—The Consultant Performance and Quality is a senior member of the Area Management Team, providing advice in relation to performance and quality to support the effective and efficient operations of Disability Services in accordance with agency standards and policy.

The Consultant Performance and Quality acts in accordance with agreed national and state strategic directions, service standards and best practice, works to achieve agreed Agency financial and service delivery performance targets, and contributes to ongoing policy and strategic agendas at the state and national levels.

Desirable Requirements:—Extensive knowledge of and demonstrated experience in project management, change management and leadership skills including the ability to initiate, formulate and manage diverse projects. Extensive knowledge of continuous quality improvement, client safety, risk management principles and processes, and relevant legislation. Demonstrated ability to provide leadership in a complex, professional work environment and influence the achievement of required outcomes in the area of responsibility, together with the ability to foster innovation and flexibility.

Enquiries to Erica Heeley, Department of Health and Human Services, phone (03) 6230 7600, email erica.heeley@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.

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

#### HEALTH AND HUMAN SERVICES

##### **Senior Project Officer (500004).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$73,396–\$75,280 per annum.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 6.

Permanent full-time day work.

Location:—Housing Tasmania, Hobart.

Duties:—To contribute to the strategic management of the Director of Housing's real estate property portfolio by:—Undertaking a range of projects within the Strategic Asset Management section. Providing best practice advice on project management to sectional staff. Providing strategic advice and support to the Manager, Portfolio Support on issues pertaining to operational management of the real property portfolio.

Desirable Requirements:—Well developed and proven project management skills, knowledge and experience preferably within an asset management, development and construction environment, including demonstrated ability to manage human, physical and financial resources within a project management framework and capacity to monitor efficiency and effectiveness. Well developed ability to interpret data, analyse information including economic and financial and demonstrated capacity to undertake business system analysis, as well as the capacity to analyse legislation and policy directions and to decide or recommend appropriate action. A sound understanding of building codes and practices, standards framework and other legislation as it applies to property management development, as well as knowledge of the resource management and planning system of Tasmania.

Enquiries to Paul Gray, Department of Health and Human Services, phone (03) 6233 2607, email paul.gray@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.

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

#### HEALTH AND HUMAN SERVICES

##### **Senior Project Officer, Accommodation Options (518337).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$73,396–\$75,280 per annum.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 6.

Permanent full-time day work.

Location:—Housing Tasmania, Hobart.

Duties:—As a senior member of the Accommodation Options Team, develop policy, undertake high level service planning in respect of models aimed at improving accommodation options for clients requiring housing and support. Provide strategic advice and support to the Manager, Accommodation Options on issues pertaining to supported accommodation.

Desirable Requirements:—Well developed ability to effectively design and implement programmes and

undertake complex project management with a range of stakeholders. Demonstrated ability to manage human, physical and financial resources and to monitor efficiency and effectiveness within a strategic asset management framework. A high level of knowledge of the functions and service models performed in the Human Services Group, particularly in relation to issues impacting on supported accommodation for Children and Family Services and/or Youth Justice services, together with a good knowledge of the operations of DHHS, or the ability to acquire such knowledge.

Enquiries to Annie Curtis, Department of Health and Human Services, phone (03) 6233 4798, email [annie.curtis@dhhs.tas.gov.au](mailto:annie.curtis@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.

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

## HEALTH AND HUMAN SERVICES

### BUSINESS SERVICES NETWORK

#### *Facilities Management*

#### Transport Facilities Management

#### **Transport Officer (500678).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$46,109–\$48,920 per annum.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—Assist the Transport Manager, with the management and efficient operation of the southern area vehicle fleet. Assist with day to day management of the St Johns Park site.

Desirable Requirements:—Demonstrated high level knowledge of the requirements of maintaining a vehicle fleet, including reporting procedures and the ability to collate and present statistical information. A detailed knowledge of Government's vehicle leasing procedures and contracts, along with vehicle preparation and disposal procedures or the ability to gain such knowledge quickly. A detailed knowledge of maintenance and accident repair procedures, together with a basic aptitude for mechanical functions.

Enquiries to Michael Sparks, Department of Health and Human Services, phone (03) 62307500, email [michael.sparks@dhhs.tas.gov.au](mailto:michael.sparks@dhhs.tas.gov.au).

You are encouraged to apply on line (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

### BUSINESS SERVICES NETWORK

#### *Information Services*

#### ICT Infrastructure

#### **Manager ICT Infrastructure Projects (516748).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$88,459 pro rata.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 8.

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

Location:—Hobart.

Duties:—Undertake developmental projects in the area of ICT Security Management to ensure a quality security regime is implemented for the Department. Undertake development projects in the area of network servers and storage technologies to improve the efficiency and effectiveness of these to better meet the future needs of the agency. Lead the evaluation of key agency strategic initiatives and projects across the areas of ICT Infrastructure.

Desirable Requirements:—Extensive high level experience in the development and management of ICT Infrastructure projects including a sound understanding of contemporary information management and technology developments. Demonstrated extensive experience and skills in the provision of an information support service to a wide range of clients and a sound knowledge of contemporary ICT infrastructure management practice including managing in a service delivery environment. High-level strategic, conceptual, analytical and creative skills, with the ability to understand and make sound judgements about the political, social and organisational environment impacting on the Agency.

Enquiries to Max Gentle, Department of Health and Human Services, phone (03) 6233 9669, email [Max.Gentle@dhhs.tas.gov.au](mailto:Max.Gentle@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### CARE REFORM

#### *Human Resources*

#### **HR Relationship Manager (NW Network) (518512).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$88,459 per annum.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 8.

Permanent full-time day work.

Location:—North West.

Duties:—The HR Manager provides high level strategic workforce and people management advice and support to the Chief Executive Officer, NW Regional Health Network and DHHS Director Human Resources.

Desirable Requirements:—Demonstrated high level human resource management skills, knowledge and experience in the complete range of HR services. Demonstrated change management, organisational development and leadership skills, experience and ability. High level knowledge of and experience in management of Industrial Relations issues.

Enquiries to Gabrielle Peacock, Department of Health and Human Services, phone (03) 6233 3536, email [gabrielle.peacock@dhhs.tas.gov.au](mailto:gabrielle.peacock@dhhs.tas.gov.au).

You are encouraged to apply on line (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

## HEALTH SERVICES

## HEALTH AND WELL BEING SERVICES

## Cancer Screening and Control Service

**Sonographer (514105).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$69,974–\$80,262 pro rata.

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

Permanent part-time daywork, 30.4 hours per fortnight.

Location:—Cancer Screening and Control Service, Hobart.

Take a close look at breast imaging in Tasmania.

The Department of Health and Human Services has a range of opportunities available for Sonographers to join their BreastScreen team. If you seeking a change and want to expand your horizons, then take a look at Tasmania.

This role is part of a dedicated team at BreastScreen Tasmania assessment clinics and offers the flexibility of part-time employment (two days per week). This position offers a unique opportunity to secure great work/life balance and suits those returning to the work force or engaged in other employment.

We offer: Family friendly policies and flexible work options, a supportive and dynamic work environment, generous leave entitlements including annual, carers, long service, sick and parental leave and an incredible lifestyle.

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

Enquiries to Jenny Huntley, Senior Specialist Radiographer, Department of Health and Human Services, phone (03) 6216 4324, email [jenny.huntley@dhhs.tas.gov.au](mailto:jenny.huntley@dhhs.tas.gov.au).

You are encouraged to apply online at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) or forward your hard copy application quoting the vacancy number to: Recruitment Liaison Officer.

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Health and Well Being Services*

## Cancer Screening and Control Service

**Specialist Radiographer (513065).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$69,974–\$80,262 per annum.

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

Permanent full-time daywork.

Location:—Cancer Screening and Control Service, based in the North West with state wide travel.

Duties:—Take a close look at breast imaging in Tasmania.

The Department of Health and Human Services has a range of opportunities available for Radiographers to join their BreastScreen team. If you seeking a change and want to expand your horizons, then take a look at Tasmania.

Applicants will be attracted to this full-time position by the opportunity to work in a mobile environment with state-of-the-art digital equipment. This role provides highly valuable services to communities across the State and suits those who enjoy independence and the chance to utilise their skills outside of the traditional environment. An ideal opportunity to see the State while working.

We offer: Family friendly policies and flexible work options, a supportive and dynamic work environment, generous leave entitlements including annual, carers, long service, sick and parental leave, an incredible lifestyle.

Essential Requirements:—Entitled to be granted registration in Tasmania by the Medical Radiation Science Professionals Registration Board (MRSPRB).

Enquiries to Jenny Huntley, Senior Specialist Radiographer, Department of Health and Human Services, phone (03) 6216 4324, email [jenny.huntley@dhhs.tas.gov.au](mailto:jenny.huntley@dhhs.tas.gov.au).

You are encouraged to apply online at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) or forward your hard copy application quoting the vacancy number to: Recruitment Liaison Officer.

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Health and Well Being Services*

## Cancer Screening and Control Service

**Specialist Radiographer (513066).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$69,974–\$80,262 per annum.

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

Permanent full-time daywork.

Location:—Cancer Screening and Control Service, Launceston.

Take a close look at breast imaging in Tasmania.

The Department of Health and Human Services has a range of opportunities available for Radiographers to join their BreastScreen team. If you seeking a change and want to expand your horizons, then take a look at Tasmania.

Based in Launceston, this role is forms part of a small and committed team who provide highly valuable screening services to the Northern community. The role also offers the opportunity to enhance your expertise in mammography.

We offer: Family friendly policies and flexible work options, a supportive and dynamic work environment, generous leave entitlements including annual, carers, long service, sick and parental leave and an incredible lifestyle.

Essential Requirements:—Entitled to be granted registration in Tasmania by the Medical Radiation Science Professionals Registration Board (MRSPRB).

Enquiries to Jenny Huntley, Senior Specialist Radiographer, Department of Health and Human Services, phone (03) 6216 4324, email [jenny.huntley@dhhs.tas.gov.au](mailto:jenny.huntley@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Health and Well Being Services*

## Cancer Screening and Control Service

**Specialist Radiographer (Relief) (515185).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$69,974–\$80,262 pro rata.

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

Fixed-term casual daywork, hours as and when required, commencing 9 February 2009.

Location:—Cancer Screening and Control Service, various locations.

Take a close look at breast imaging in Tasmania.

The Department of Health and Human Services has a range of opportunities available for Radiographers and Sonographers to join their BreastScreen Team. If you're seeking a change and want to expand your horizons, then take a closer look at Tasmania.

Various opportunities are available through the relief register offering a range of employment options across the State.

We offer: family friendly policies and flexible work options, a supportive and dynamic work environment, generous leave entitlements including annual, carers, long service, sick and parental leave, an incredible lifestyle.

Essential Requirements-for Radiographers-Entitled to be granted registration in Tasmania by the Medical Radiation Science Professionals Registration Board (MRSPRB).

Essential Requirements- For Sonographers-Satisfactory completion of an appropriate course of study at a recognised tertiary institution.

Highly Desirable-Accreditation with the Australasian Sonographer Accreditation Registry (ASAR).

Enquiries to Jenny Huntley, Senior Specialist Radiographer, Department of Health and Human Services, phone (03) 6216 4324, email [jenny.huntley@dhhs.tas.gov.au](mailto:jenny.huntley@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Health and Well Being Services*

## Oral Health Services Tasmania North West

**Area Manager, North West (518008).**

Applications Close:—Wednesday, 7 January 2009.

Salary:—\$79,047–\$82,814 per annum.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 7.

Permanent full-time day work.

Location:—North West Region.

Duties:—Manage effectively and efficiently the operations of Oral Health Services Tasmania in accordance with Agency standards and policy. Provide leadership to the senior staff in the area, incorporating Dental Officers, Dental Therapists, Dental Assistants, Client Service Officers,

Health Promotion Co-ordinators, Prosthetists, Technicians, Service Technicians and administrative staff. Co-ordinate the implementation of agreed strategic priorities for the local area and co-ordinate the delivery of quality customer services. Establish collaborative relationships with internal and external stakeholders to ensure the provision of effective, high quality services to people requiring oral health care.

Desirable Requirements:—High-level experience in managing human, financial and material resources with knowledge of contemporary management practice, with emphasis on continuous quality improvement programmes, change management and best practice.

High level strategic, conceptual, analytical and creative skills including an ability to understand the political, social and organizational environment, to identify relevant issues and make sound judgements about Agency strategies and directions.

High level communication, negotiation and conflict resolution skills, proven ability to work constructively as part of a management team and the ability to represent Oral Health Services Tasmania, explain its goals, policies and services to identify mutually acceptable solutions of differing interests.

Enquiries to Angie Byrom, Department of Health and Human Services, phone (03) 6214 5461, email [angie.byrom@dhhs.tas.gov.au](mailto:angie.byrom@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 (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 person.

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Launceston General Hospital***Clinical Nurse (Preceptor Education) (513386).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$62,802–\$67,183 pro rata.

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

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

Location:—Nursing Services, Nurse Education.

Duties:—Provide the education and preceptor support in the clinical settings 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 Sharon Philpot, Department of Health and Human Services, phone (03) 6348 7953, email [sharon.philpot@dhhs.tas.gov.au](mailto:sharon.philpot@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Launceston General Hospital***Clinical Nurse (Preceptor Education) (513388).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$62,802–\$67,183 pro rata.

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

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

Location:—Nursing Services, Nurse Education.

Duties:—Provide the education and preceptor support in the clinical settings 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 Sharon Philpot, Department of Health and Human Services, phone (03) 6348 7953, email [sharon.philpot@dhhs.tas.gov.au](mailto:sharon.philpot@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Launceston General Hospital***Clinical Nurse (Preceptor Education) (518470).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$62,802–\$67,183 pro rata.

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

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

Location:—Nursing Services, Nurse Education.

Duties:—Provide the education and preceptor support in the clinical settings 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 Sharon Philpot, Department of Health and Human Services, phone (03) 6348 7953, email [sharon.philpot@dhhs.tas.gov.au](mailto:sharon.philpot@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Launceston General Hospital***Clinical Nurse (Preceptor Education) (518471).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$62,802–\$67,183 pro rata.

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

Permanent part-time day worker, working 36 hours per fortnight.

Location:—Nursing Services, Nurse Education.

Duties:—Provide the education and preceptor support in the clinical settings 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 Sharon Philpot, Department of Health and Human Services, phone (03) 6348 7953, email [sharon.philpot@dhhs.tas.gov.au](mailto:sharon.philpot@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Launceston General Hospital***Food Services Assistant, Barista (503437).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$34,214–\$34,965 per annum.

Health and Human Services (Tasmanian State Service) Award, Health Services Officer, Level 2.

Permanent full-time day work.

Location:—Corporate-Food Services.

Duties:—To provide an effective and efficient service within the Cafeteria specific to the cappuccino area.

Desirable Requirements:—A range of experience in food and beverage related customer service with specific knowledge of Cappuccino machine operations. Proven ability to maintain good customer service working towards increasing revenue. Ability and flair in producing a wide range of hot and cold snack and beverage items. Experience in working under pressure in a high demand food service area. Knowledge of operation of various items of equipment required in these areas. Knowledge of cook-chill procedures, general food handling and hygiene policies, or the ability to acquire that knowledge. Ability to maintain high standard of personal cleanliness, hygiene and punctuality. Proven ability to maintain all work areas and equipment in a hygienic state.

Enquiries to Ellen Kindred, Department of Health and Human Services, phone 6348 7483, email [ellen.kindred@dhhs.tas.gov.au](mailto:ellen.kindred@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Launceston General Hospital***Telephonist (503296).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$40,815–\$43,348 pro rata.

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

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

Location:—Corporate, Switchboard/Enquiries.

Duties:—The Switchboard Operator at the Launceston General Hospital is responsible for providing clients with a professional and efficient service in regard to incoming/outgoing telephone enquiries.

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

Enquiries to Colleen Horton, Department of Health and Human Services, phone (03) 6348 7482, email [colleen.horton@dhhs.tas.gov.au](mailto:colleen.horton@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Launceston General Hospital***Telephonist/Enquiries Officer (Relief) (503302).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$40,815–\$43,348 pro rata.

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

Fixed-term casual shift worker, working as and when required. To commence as soon as possible until 15 December 2009.

Location:—Corporate, Switchboard/Enquiries.

Duties:—The Switchboard Operator at the Launceston General Hospital is responsible for providing clients with a professional and efficient service in regard to incoming/outgoing telephone enquiries.

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

Enquiries to Colleen Horton, Department of Health and Human Services, phone (03) 63487459, email [colleen.horton@dhhs.tas.gov.au](mailto:colleen.horton@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Mersey Community Hospital***Administrative Assistant, Medical Staffing Unit (518007).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$40,815–\$43,348 per annum.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 1.

Fixed-term full-time day worker. To commence as soon as possible until 29 March 2009.

Location:—Mersey Community Hospital.

Duties:—Responsible for the provision of administrative support to the Medical Staffing Unit. Work with the Director Medical Services to effectively manage the Medical staffing Unit.

Desirable Requirements:—Sound knowledge of office organisation and procedures in order to ensure the efficient operation of the Medical Staffing Unit at the Mersey Community Hospital. High level oral, written and interpersonal communication skills and the ability to work effectively as part of a team. A high level of keyboard skills, together with demonstrated knowledge and proficiency in operation of computerised information systems.

Enquiries to Anne Cabalzar, Department of Health and Human Services, phone (03) 64 265263, mobile 0437 265 585, email [anne.cabalzar@dhhs.tas.gov.au](mailto:anne.cabalzar@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Mersey Community Hospital***Clinical Nurse (514556).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$62,802–\$67,183 pro rata.

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

Fixed-term part-time shift worker (fully rotational), working 64 hours per fortnight. To commence as soon as possible until 28 March 2009.

Location:—Division of Medicine, High Dependency Unit.

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 Jacqueline Van Den Berg, Department of Health and Human Services, phone (03) 6430 6668, email [jacqueline.vandenberg@dhhs.tas.gov.au](mailto:jacqueline.vandenberg@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Mersey Community Hospital*

#### **Clinical Nurse (Midwife) (517778).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$62,802–\$67,183 per annum.

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

Permanent full-time shift worker (fully rotational).

Location:—Division of Women and Children's Services.

Duties:—To provide advanced clinical care that is in accordance with requirements and meets the psychological, physical and spiritual needs of patients. Collaborates with other members of the health care team to ensure the delivery and evaluation of nursing and midwifery care.

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

Enquiries to Bronwyn Dudfield, Department of Health and Human Services, phone (03) 6426 5421, email [bronwyn.dudfield@dhhs.tas.gov.au](mailto:bronwyn.dudfield@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Mersey Community Hospital*

#### **Clinical Nurse Educator (516978).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$72,136–\$77,219 pro rata.

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

Permanent part-time day worker, working 68.4 hours per fortnight.

Location:—Mersey Community Hospital.

Duties:—The role of the clinical nurse educator is to facilitate and support the development of the nursing workforce, including students, by planning, promoting, co-ordinating, implementing and evaluating education programmes in the clinical practice setting. The Department of Health and Human Services has established a clinical learning and education framework for nursing and midwifery. The framework recognises that the development of the nurse is optimised when theoretical knowledge is integrated with practice within a structured education environment. The principal outputs of the framework are education programmes including: transition programmes; clinical practice placement programmes as a component of pre and post registration and enrolment courses; and, professional development programmes.

In recognition of the requirements of the different settings, the clinical nurse educator role may incorporate activities associated with some or all of the principal outputs. The objective is achieved in accordance with Agency policy and legal requirements and performance reporting arrangements are linked to the DHHS Progress Chart.

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 Anne Cabalzar, Department of Health and Human Services, phone (03) 6426 5263, mobile 0437 265 585, email [anne.cabalzar@dhhs.tas.gov.au](mailto:anne.cabalzar@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Primary Health Services*

#### Primary Health North

#### **Business Analyst/Accountant (507618).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$50,816–\$56,463 per annum.

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

Permanent full-time.

Location:—Primary Health North.

Duties:—Provide business support at a regional level by assisting the Finance Manager to ensure that financial targets are achieved, managing issues at site level including rural hospitals and community health centres within the region. This work will involve financial monitoring, problem solving, analysis of complex issues, investigation and research into finance issues and liaison with line managers on the broad range of finance issues.

Desirable Requirements:—Ability to research, interpret and analyse financial information and to recommend appropriate action, ability to prepare high level correspondence and financial reports and experience with computer systems and skills in respect to financial information systems, including the preparation of financial reports.

Enquiries to Dan Longstaff, Department of Health and Human Services, phone (03)6336 5596, email [dan.longstaff@dhhs.tas.gov.au](mailto:dan.longstaff@dhhs.tas.gov.au).

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

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Please do not send applications to the contact person.

## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Primary Health Services*

## Primary Health North

**Enrolled Nurse (504541).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$46,204–\$48,420 pro rata.

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

Permanent part-time shift work, working 40 hours per fortnight.

Location:—Scottsdale.

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

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practice as a Medication Endorsed Enrolled 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 in the following areas: crimes of violence, sex-related offences, serious drug offences and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Christine Wootton, Department of Health and Human Services, phone (03) 6352 5523, email [chris.wootton@dhhs.tas.gov.au](mailto:chris.wootton@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Primary Health Services*

## Primary Health North

**Health Care Assistant (Casual Relief) (516588).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$36,204–\$38,977 pro rata.

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

Fixed-term casual as and when required, commencing as soon as possible to 1 December 2010.

Location:—George Town Hospital and Community Centre.

Duties:—Under the supervision of a Registered/Community Nurse, the Health Care Assistant will provide assistance to clients with a range of activities of daily living that a person would normally do for themselves.

Desirable Requirements:—Current driver's licence.

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

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

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

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Primary Health Services*

## Primary Health North West

**Administrative Assistant (Relief) (512711).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$40,815–\$43,348 pro rata.

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

Fixed-term casual as and when required, commencing 1 January 2009 to 1 January 2011.

Location:—Primary Health North West.

Duties:—Provide administrative and clerical support to the Burnie Community Health Home Care Service and the Podiatry Service and the James Muir Community Health Centre.

Desirable Requirements:—Sound knowledge of office organisation and procedures in order to ensure the efficient operation of the Burnie Community Health Centre office and James Muir Community Health Centre office, high level oral, written and interpersonal communication skills and ability to work effectively as part of a team, a high level of keyboard skills, together with demonstrated knowledge and proficiency in operation of computerised information systems, the ability to exercise initiative, judgement and discretion and to work effectively with minimal supervision and well developed organisational, problem solving and basic research skills, with the ability to prioritise duties, whilst maintaining a high level of confidentiality.

Enquiries to Lorraine Hyland, Department of Health and Human Services, phone (03) 6434 6454, email [lorraine.hyland@dhhs.tas.gov.au](mailto:lorraine.hyland@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Primary Health Services*

## Primary Health North West

**Home Help Personal Carer (502660).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$35,421–\$35,990 pro rata.

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

Permanent part-time working 33 hours per fortnight, commencing 12 January 2009.

Location:—Community Health Burnie.

Duties:—Within a primary health care framework the Support Worker will function effectively as a member of a health team concerned with the care of an individual and family unit within the community.

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

Enquiries to Lorraine Hyland, Department of Health and Human Services, phone (03) 6434 6454, email [lorraine.hyland@dhhs.tas.gov.au](mailto:lorraine.hyland@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Primary Health Services*

## Primary Health South

**Continence Nurse Advisor—2 Vacancies.**

Applications Close:—Wednesday, 7 January 2009.

Salary:—\$62,802–\$67,183 pro rata.

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

Vacancy No. 514102.

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

Location:—Southern Region.

Vacancy No. 506231.

Fixed-term casual day work, working as and when required, commencing as soon as possible for a period of two years.

Location:—Southern Region.

Duties:—In accordance with primary health care principles, Agency policies, legal requirements and professional competencies, the Clinical Nurse provides clinical expertise in aspects of nursing care for people suffering with bladder and bowel dysfunction and collaborates with other members of the health care team to ensure the delivery of high quality health care. The nursing practice will reflect a specialist interdisciplinary approach.

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

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

Enquiries to Tess Steel, Department of Health and Human Services, phone (03) 6222 7321, email [tess.steel@dhhs.tas.gov.au](mailto:tess.steel@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 (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 person.

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Primary Health Services*

## Primary Health South

**Personal Care Worker (518189).**

Applications Close:—Wednesday, 7 January 2009.

Salary:—\$36,204–\$38,977 pro rata.

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

Permanent part-time day work, working 10 hours per fortnight.

Location:—Cygnet and Channel areas.

Duties:—Within a Primary Health Care framework and in accordance with Agency policies and legal requirements, provide assistance with personal care as delegated and provide practical assistance with regular household duties. Work as a member of a multi disciplinary health care team maintaining close liaison with the Community Nurse and Clinical Nurse Consultant.

Desirable Requirements:—Demonstrate an interest and/or experience in working with clients whose independence is at risk.

Understanding of the confidentiality and rights of clients and a knowledge of the basic care needs of the aged and disabled.

Certificate Level 3 in Community Services (Aged Care) and a demonstrated willingness to increase knowledge and skills.

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

Enquiries to Maxine McGuire, Department of Health and Human Services, phone (03) 6222 7618, email [homecaresouth@dhhs.tas.gov.au](mailto:homecaresouth@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 (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 person.

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Primary Health Services*

#### Primary Health South

#### Primary Health Faulkner

#### ***Enrolled Nurse (504283a).***

Applications Close:—Friday, 19 December 2008.

Salary:—\$46,204–\$48,420 per annum.

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

Fixed-term casual shift work, commencing as soon as possible for a period of 2 years.

Location:—New Norfolk District Hospital.

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

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

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

Enquiries to Colleen Smith, Department of Health and Human Services, phone (03) 6262 2888, email [colleen.smith@dhhs.tas.gov.au](mailto:colleen.smith@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 (below) or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart, Tasmania 7001. Please do not send applications to the contact person.

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Royal Hobart Hospital*

#### ***Clinical Nurse, Endoscopy (518495).***

Applications Close:—Friday, 19 December 2008.

Salary:—\$62,802–\$67,183 pro rata.

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

Permanent part-time day work, 74 hours per fortnight.

Location:—Royal Hobart Hospital.

Duties:—Clinical Nurse for the Endoscopy Unit, Admissions and Recovery.

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

Enquiries to Michelle Muir, Department of Health and Human Services, phone (03) 6222 7365, mobile 0400 098 096, email [michelle.muir@dhhs.tas.gov.au](mailto:michelle.muir@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Royal Hobart Hospital*

#### ***Clinical Nurse, Orthopaedic/Trauma (518485).***

Applications Close:—Friday, 2 January 2009.

Salary:—\$62,802–\$67,183 per annum.

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

Permanent full-time shift work, with on call.

Location:—Royal Hobart Hospital, Perioperative Unit.

Duties:—Experienced Perioperative Nurse required for full-time shift work with oncall for Orthopaedic/Trauma specialty.

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

Highly Desirable:—Sound knowledge in Orthopaedic and trauma surgery.

Enquiries to Beth Rieper, Department of Health and Human Services, phone (03) 6222 8536, email [rh.cnmhrperiop@dhhs.tas.gov.au](mailto:rh.cnmhrperiop@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Royal Hobart Hospital*

#### ***Clinical Nurse, Perioperative (509605).***

Applications Close:—Friday, 2 January 2009.

Salary:—\$62,802–\$67,183 per annum.

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

Permanent full-time shift work with on call.

Location:—Royal Hobart Hospital, Perioperative Unit.

Duties:—Experienced Perioperative Clinical Nurse required, with knowledge of all specialties within the perioperative environment.

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

Enquiries to Beth Rieper, Department of Health and Human Services, phone (03) 6222 8536, email [rh.cnmhrperiop@dhhs.tas.gov.au](mailto:rh.cnmhrperiop@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Royal Hobart Hospital***Clinical Nurse, Plastic Surgery (509654).**

Applications Close:—Friday, 2 January 2009.

Salary:—\$62,802–\$67,183 per annum.

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

Permanent full-time day work, with on call.

Location:—Royal Hobart Hospital.

Duties:—Experienced Perioperative Nurse required for Plastic Surgery Specialty. Applicants seeking part-time hours are encouraged to apply.

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

Enquiries to Beth Rieper, Department of Health and Human Services, phone (03) 6222 8536, email rhh.cnmhrperiop@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Royal Hobart Hospital***Hospital Aide (509767).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$36,204–\$38,977 pro rata.

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

Permanent part-time shift work, 32 hours per fortnight.

Location:—Royal Hobart Hospital, Maternity.

Duties:—Clean, maintain and sterilise of work areas and ward equipment within infection control guidelines. Provide a communication network between departments including delivery and collection service as required. Communicate effectively with patients, relatives and staff.

Enquiries to Katrina Greenwood, Department of Health and Human Services, phone (03) 6222 8299, email katrina.greenwood@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Royal Hobart Hospital***Pharmacist (508345).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$45,535–\$73,058 per annum.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—To work as part of the team providing a comprehensive pharmacy service to the Clinical Services of the Royal Hobart Hospital, and other centres as required.

Essential Requirements:—Entitled to be granted registration by the Pharmacy Board of 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 and disciplinary action in previous employment check.

Enquiries to Rachael Wilson, Department of Health and Human Services, phone (03) 6222 8451, email rachael.wilson@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Royal Hobart Hospital***Registered Nurse (509425).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$47,472–\$62,348 per annum.

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

Permanent full-time fully rotational shift work.

Location:—Royal Hobart Hospital, Orthopedics.

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 Lynda Styles, Department of Health and Human Services, phone (03) 6222 8566, email lynda.styles@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Royal Hobart Hospital***Registered Nurse (518494).**

Applications Close:—Friday, 2 January 2009.

Salary:—\$47,472–\$62,348 per annum.

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

Permanent full-time shift work.

Location:—Royal Hobart Hospital, Perioperative Unit.



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

Enquiries to Beth Rieper, Department of Health and Human Services, phone (03) 6222 8536, email rhh.cnmhrperiop@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Royal Hobart Hospital*

#### **Senior Occupational Therapist (517290).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$69,974–\$80,262 pro rata.

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

Permanent part-time shift work, up to 8 hours per fortnight, working alternate Saturdays and Sundays and Public Holidays as rostered. Applicants wishing to work minimal hours or on a casual basis are encouraged to apply.

Location:—Hobart.

Duties:—Undertake specialised Occupational Therapy clinical assessment and treatment to the patients admitted to the Medical Assessment and Planning Unit (MAPU) on weekends and Public Holidays. Utilise specialist knowledge of the clinical caseload whilst ensuring optimum patient care in order to achieve timely and safe discharges and to provide handovers to weekday staff for those patients admitted to units in the Royal Hobart Hospital. Provide clinical direction, support and resource development in these clinical areas. Assist the Specialist Occupational Therapist with the development of the occupational therapy service through planning, evidence based practice, quality improvement and research activities and clinical placements for undergraduate students. Maintain the Code of Ethics of O.T. Australia, the Australian Association of Occupational Therapists.

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

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

Enquiries to Kaye Jenkins, Department of Health and Human Services, phone (03) 6222 8633, email [kaye.jenkins@dhhs.tas.gov.au](mailto:kaye.jenkins@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Tasmanian Ambulance and Health Transport Service*

#### **Ambulance Officer (514167).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$52,225–\$53,030 per annum.

Tasmanian Ambulance Service Award, Ambulance Officer (Advanced Life Support).

Permanent full-time shift worker.

Location:—Ambulance, Devonport.

Duties:—The provision of an advanced level of pre-hospital clinical care to the Tasmanian Community including the transport of patients by ambulance or other means.

Essential Requirements:—Certificate of Applied Science (Ambulance Officer) and current accreditation in the Advanced Life Support programme, or equivalent qualifications recognised by the Director Tasmanian Ambulance Service. 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 and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Paul Templar, Department of Health and Human Services, phone (03) 64346974, email [paul.templar@dhhs.tas.gov.au](mailto:paul.templar@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Tasmanian Ambulance and Health Transport Service.*

#### **Communications Officer (514047).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$43,316–\$50,313 pro rata.

Tasmanian Ambulance Service Award, Communications Officer.

Fixed-term casual shift work, working as and when required. To commence as soon as possible until 15 December 2009.

Location:—Tasmanian Ambulance Service, Hobart.

Duties:—As a member of the Ambulance Communications Centre team, receive record and prioritise requests for ambulance services. Co-ordinate and dispatch ambulance vehicles and resources. Co-ordinate patient movements, using telephone, radio and computer aided dispatch systems and other ancillary communications equipment.

Essential Requirements:—Psychological characteristics appropriate to the duties of Communications Officers.

Enquiries to Brendan Smith, Department of Health and Human Services, phone (03) 62308570, email [brendan.smith@dhhs.tas.gov.au](mailto:brendan.smith@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Children and Family Services*

#### **Rostered Carer (516291).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$36,204–\$38,977 per annum.

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

Fixed-term part-time day work (72 hours per fortnight) commencing 05 January 2009 until 26 June 2009.

Location:—Children and Family Services, North.

Duties:—Under the supervision of the Co-ordinator, provided care and support to children and young people with high needs.

Desirable Requirements:—Experience in working with children and young people. Sound care skills and knowledge of developmental needs and the effect of trauma on children and young people. Demonstrated personal qualities including sensitivity and perseverance and the ability to work in an environment subject to work pressure an change, and an ability to maintain a high level of confidentiality.

Essential Requirements:—Current drivers licence.

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

Enquiries to Mary Landers, Department of Health and Human Services, phone (03) 6336 4900, email [mary.landiers@dhhs.tas.gov.au](mailto:mary.landiers@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

#### *Children and Family Services*

#### **Rostered Carer (Casual Pool) (517954).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$36,204–\$38,977 per annum.

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

Fixed-term casual day work (as and when required) commencing 05 January 2009 until 04 January 2010.

Location:—Children and Family Services, North.

Duties:—Under the supervision of the Co-ordinator, provided care and support to children and young people with high needs.

Desirable Requirements:—Experience in working with children and young people. Sound care skills and knowledge of developmental needs and the effect of trauma on children and young people. Demonstrated personal qualities including sensitivity and perseverance and the ability to work in an environment subject to work pressure an change, and an ability to maintain a high level of confidentiality.

Essential Requirements:—Current drivers licence.

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

Enquiries to Mary Landers, Department of Health and Human Services, phone (03) 6336 4900, email [mary.landiers@dhhs.tas.gov.au](mailto:mary.landiers@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Children and Family Services*

#### **Senior Client Support Officer (501501).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$46,109–\$48,920 per annum.

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

Permanent full-time day work.

Location:—Children and Family Services, North West.

Duties:—Provide an effective and efficient administrative service for Child and Family Services, North West Service Centre.

Desirable Requirements:—Ability to supervise and manage administrative staff to ensure an efficient administrative support service. Understanding of accounting and budgetary requirements in relation to Child and Family Services, or the ability to acquire same. Well developed interpersonal skills including conflict resolution, negotiation and problem solving skills.

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

Enquiries to Selina McGuire, Department of Health and Human Services, phone (03) 6434 6404, email [selina.mcguire@dhhs.tas.gov.au](mailto:selina.mcguire@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

*Children and Family Services***Team Leader-Adult Programme, FVCSS North West (501716).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$69,974–\$80,262 per annum.

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

Permanent full-time day work.

Location:—Children and Family Services, North West.

Duties:—To work as an effective member of the multidisciplinary Family Violence Service (Adult Programme) providing tailored programmes that incorporate a multi-level mode of assessment and intervention, for adults affected by family violence.

To ensure an integrated approach to response services for adult victims of family violence and their families, and to ensure professional and practice consistency is delivered in a timely manner in line with practice standards and agency protocols.

Desirable Requirements:—Comprehensive knowledge of family violence with a demonstrated knowledge and/or experience in the clinical and/or therapeutic management of clients with complex care needs including the ability to liaise effectively with family members and other service providers involved in their care. Proven management experience, including knowledge of contemporary management practices, purchasing of services, best practice methods, quality improvement and then ability to manage financial, human and physical resources and monitor efficiency and effectiveness. Highly developed self-management skills including the ability to plan, organize and prioritise workloads, while demonstrating adaptability and flexibility and commitment to a team-based approach to work in an environment subject to work pressure and change.

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

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

Enquiries to 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: 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

*Children and Family Services*

## Directorate

**Administrative Assistant (518463).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$40,815–\$43,348 per annum.

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

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

Location:—Children and Family Services, Hobart.

Duties:—The Administrative Assistant will provide administrative assistance and support the Abuse of Children in State Care Assessment Team.

Desirable Requirements:—Sound knowledge and experience of administrative practices, procedures and processes. Well developed computer skills including demonstrable competency in the use of a wide number of Microsoft packages, including Word and excel. Well developed knowledge and skills in the use, maintenance and manipulation of database programmes and information.

Enquiries to Leica Wagner, Department of Health and Human Services, phone (03) 6233 6640, email leica.wagner@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

## OFFICE OF THE SECRETARY

**Strategic Communications Advisor (517251).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$79,047–\$82,814 per annum.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 7.

Permanent full-time day worker.

Location:—Hobart.

Duties:—Provide a link between and a co-ordinating point for, staff undertaking strategic communications activities within business and operational units across the Agency. Work with the Secretary, Deputy Secretaries, Senior Managers and Communications Unit colleagues to develop and oversee implementation and evaluation of an annual Agency-wide communications strategy. Develop and regularly update key messages to be incorporated into all relevant communications activities.

Desirable Requirements:—Highly developed strategic communications skills, including the ability to develop, and implement and evaluate communications strategies. Highly developed verbal communication, liaison, negotiation and interpersonal skills, with a willingness and ability to interact with a wide range of internal and external stakeholders. Highly developed written communication skills, including the capacity to produce high quality documents in a variety of communication formats for a range of target audiences.

Enquiries to Sharon Trueman, Department of Health and Human Services, phone (03) 6233 3761, email sharon.trueman@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

## STATEWIDE SYSTEMS DEVELOPMENT

*Alcohol and Drug Services***Principal Policy Officer (518218).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$79,047–\$82,814 per annum.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 7.

Permanent full-time day work.

Location:—St Johns Park, New Town.

Duties:—Are you interested in the area of drugs and alcohol? Do you have a passion for research and analysis related to strategic policy? If so, this position may be for you. The role is to provide high level analysis, advice and support on alcohol, tobacco and other drugs policy, specifically in relation to the Tasmanian Drug Strategic Framework. This exciting position will also support the Tasmanian Inter Agency Working Group on Drugs, particularly developing and implementing its new governance framework. This is a permanent full-time day work position requiring someone who thinks strategically with high level policy development planning, research and evaluation skills and experience and ability to work both autonomously and as part of a high performing team.

Desirable Requirements:—High level knowledge of and experience in strategic planning and policy development, service planning, research and evaluation including demonstrated ability to quickly acquire knowledge of the alcohol, tobacco and other drugs policy area. Demonstrated ability to think strategically, be analytical and creative and to understand and analyse the complex social, economic and political factors that impact on and inform drugs policy. Demonstrated high level verbal and written skills with the ability to: communicate, consult and liaise with a wide range of stakeholders; confidently and clearly convey ideas and information both verbally and in writing; and negotiate differing opinions.

Enquiries to Sylvia Engels, Department of Health and Human Services, phone (03) 6230 7027, email [sylvia.engels@dhhs.tas.gov.au](mailto:sylvia.engels@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 (below) or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart, Tasmania 7001. Please do not send applications to the contact person.

## HEALTH AND HUMAN SERVICES

## STATEWIDE SYSTEMS DEVELOPMENT

*Mental Health Services***Allied Health Professional (502834).**

Applications Close:—Friday, 19 December 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 as soon as possible to 30 August 2009.

Location:—Mental Health Services North.

Duties:—To provide specialist mental health services to consumers in the 0363 region of Tasmania in accordance with professional discipline skills and standards and promote community awareness in relation to mental health,

including first assessments, psychological therapies and case work/case management across a variety of settings.

Essential Requirements:—Degree in Social Work giving eligibility for membership in the Australian Association for Social Workers, or a Masters Degree in Clinical Psychology and registrable to practice as a Psychologist in the State of Tasmania; or a four year degree in Psychology with two years supervised clinical experience and registrable to practice as a Psychologist in the State of Tasmania; or Graduate of an approved School of Occupational Therapy and eligibility for membership to OT Australia (Australian Association of Occupational Therapists).

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

Enquiries to Tessa Oldfield, Department of Health and Human Services, phone (03) 6336 2185, email [theresa.oldfield@dhhs.tas.gov.au](mailto:theresa.oldfield@dhhs.tas.gov.au).

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

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Please do not send applications to the contact person.

## HEALTH AND HUMAN SERVICES

## STATEWIDE SYSTEMS DEVELOPMENT

*Mental Health Services***Clinical Psychiatric Nurse (502800).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$62,802–\$67,183 per annum.

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

Fixed-term full-time shift work (fully rotational) commencing as soon as possible to 22 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 Clinical Nurse provides leadership in all aspects of nursing care and is responsible for prioritising and co-ordinating the delivery of clinical care to all clients within the designated unit in an efficient and effective manner, collaborates with staff to formulate and implement quality improvement activities consistent with best practice and consumer-focused outcomes and supports the CNC/CNM/Team Leader in a team approach to implementing policies and procedures and practices to meet the model of care within the designated unit.

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

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

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

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

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## HEALTH AND HUMAN SERVICES

### STATEWIDE SYSTEMS DEVELOPMENT

#### *Mental Health Services*

#### **Occupational Therapist (504950).**

Applications Close:—Friday, 19 December 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 commencing as soon as possible to 30 August 2009.

Location:—Mental Health Services North.

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 Occupational Therapist undertakes the delivery of quality client care services utilising evidence-based, best practice and recovery principles within a collaborative and multi-disciplinary framework, provides a specialist Occupational Therapy assessment and treatment service to clients of the Adult Community Mental Health Service and their families or carers in relation to mental health issues and in accordance with discipline specific skills and abilities, and acts as a consultant to other Agencies with regard to the support and management of clients with mental health needs and promotes community awareness in relation to mental health.

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

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

Enquiries to Tessa Oldfield, Department of Health and Human Services, phone (03) 6336 2185, email [theresa.oldfield@dhhs.tas.gov.au](mailto:theresa.oldfield@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### STATEWIDE SYSTEMS DEVELOPMENT

#### *Mental Health Services*

#### **Occupational Therapist (515903).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$69,974–\$80,262 per annum.

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

Permanent full-time day work.

Location:—Mental Health Services North.

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 Occupational Therapist undertakes the delivery of quality client care services utilising evidence-based, best practice and recovery principles within a collaborative and multi-disciplinary framework, provides a specialist Occupational Therapy assessment and treatment service to clients of the Adult Community Mental Health Service and their families or carers in relation to mental health issues and in accordance with discipline specific skills and abilities, and acts as a consultant to other Agencies with regard to the support and management of clients with mental health needs and promotes community awareness in relation to mental health.

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

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

Enquiries to Tessa Oldfield, Department of Health and Human Services, phone (03) 6336 2185, email [theresa.oldfield@dhhs.tas.gov.au](mailto:theresa.oldfield@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

### STATEWIDE SYSTEMS DEVELOPMENT

#### *Mental Health Services*

#### **Registered Nurse (504860).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$47,472–\$62,348 per annum.

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

Permanent full-time shift work (fully rotational).

Location:—Ward 1E, LGH Charles St Launceston.

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. A current psychiatric nursing practising certificate or be authorised by the Nursing Board of Tasmania to work in a psychiatric nursing position.

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

Enquiries to Jan Dorman, Department of Health and Human Services, phone (03) 6348 7765, email jan.dorman@dhhs.tas.gov.au.

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

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Please do not send applications to the contact person.

## HEALTH AND HUMAN SERVICES

### STATEWIDE SYSTEMS DEVELOPMENT

#### *Mental Health Services*

#### **Registered Nurse (502805).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$47,472–\$62,348 per annum.

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

Permanent full-time shift work (fully rotational).

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. A current psychiatric nursing practising certificate or be authorised by the Nursing Board of Tasmania to work in a psychiatric nursing position.

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

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

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## HEALTH AND HUMAN SERVICES

### STATEWIDE SYSTEMS DEVELOPMENT

#### *Mental Health Services*

#### **Registrar in Psychiatry (Advanced Trainee)—2 Vacancies.**

Applications Close:—Wednesday, 7 January 2009.

Salary:—To be negotiated.

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

Vacancy No. 515680.

Fixed-term full-time day work (with oncall), commencing as soon as possible for a period of twelve months.

Location:—Southern Region.

Vacancy No. 515681.

Fixed-term full-time day work (with oncall), commencing as soon as possible for a period of twelve months.

Location:—Southern Region.

**Duties:**—The Registrar in Psychiatry (Advanced Trainee) will provide care and treatment of psychiatric inpatients and outpatients of the Mental Health Services based in specialist services of Mental Health Services, in conjunction with the active pursuit of advanced training in psychiatry according to the R.A.N.Z.C.P.

**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.

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

Enquiries to Dr Richard Benjamin, Department of Health and Human Services, phone (03) 6211 4580, email richard.benjamin@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 (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 person.

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## HEALTH AND HUMAN SERVICES

### STATEWIDE SYSTEMS DEVELOPMENT

#### *Mental Health Services*

#### **Team Leader Professional Services (505011).**

Applications Close:—Wednesday, 7 January 2009.

Salary:—\$80,262–\$88,771 per annum.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional, Level 4.

Permanent full-time day work.

Location:—St Johns Park, New Town.

PLEASE NOTE: This vacancy is also advertised as a Team Leader, Professional Services Unit (505011m), Nurse Unit Manager. There is only one vacancy and one vacancy will be filled, based on merit.

Duties:—As part of the Senior Management Group and in accordance with primary health care principles, Agency policy, directions and legal requirements the Team Leader Professional Services Unit will provide high level advice and support to the Manager, Clinical Standards and Improvement and the Senior Management Group on the development and implementation of strategic workforce initiatives including the adoption of National Mental Health Workforce Standards. Through workforce development activities facilitate the adoption of a system culture, philosophy and skill level across Tasmania's mental health sector that is consistent with the National Mental Health Strategy, the Agency's Fit programme; the Mental Health Services' Strategic Plan 2006-2011 and Service Blueprints. Manage the day to day operations of the Mental Health Services Professional Services Unit.

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

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

Enquiries to Coral Muskett, Department of Health and Human Services, phone (03) 6230 7554, email [coral.muskett@dhhs.tas.gov.au](mailto:coral.muskett@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 (below) or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart, Tasmania 7001. Please do not send applications to the contact person.

## HEALTH AND HUMAN SERVICES

### STATEWIDE SYSTEMS DEVELOPMENT

#### *Mental Health Services*

#### **Team Leader Professional Services Unit (505011m).**

Applications Close:—Wednesday, 7 January 2009.

Salary:—\$74,792–\$76,561 per annum.

Nurses (TPS) Award, Nurse Unit Manager.

Permanent full-time day work.

Location:—St Johns Park, New Town.

PLEASE NOTE: This vacancy is also advertised as Team leader Professional Services (505011), Allied Health Professional, Level 4. There is only one vacancy and one vacancy will be filled, based on merit.

Duties:—As part of the Senior Management Group and in accordance with primary health care principles, Agency policy, directions and legal requirements the Team Leader Professional Services Unit will provide high level advice and support to the Manager, Clinical Standards and Improvement and the Senior Management Group on the development and implementation of strategic workforce initiatives including the adoption of National Mental Health Workforce Standards. Through workforce development activities facilitate the adoption of a system culture, philosophy and skill level across Tasmania's mental health sector that is consistent with the National Mental Health Strategy, the Agency's Fit programme; the Mental Health Services' Strategic Plan 2006-2011 and Service Blueprints. Manage the day to day operations of the Mental Health Services Professional Services Unit.

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

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

Enquiries to Coral Muskett, Department of Health and Human Services, phone (03) 6230 7554, email [coral.muskett@dhhs.tas.gov.au](mailto:coral.muskett@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 (below) or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart, Tasmania 7001. Please do not send applications to the contact person.

## HEALTH AND HUMAN SERVICES

### STATEWIDE SYSTEMS DEVELOPMENT

#### *Mental Health Services*

#### State Office Alcohol and Drug

#### **Policy and Project Officer (516622).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$65,874–\$75,280 per annum.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 6.

Fixed-term full-time day work, commencing as soon as possible until 30 November 2009.

Location:—St Johns Park, New Town.

Duties:—The focus of this role is to co-ordinate, support and monitor policy and programme activities for statewide Alcohol and Drug Services including to promote, monitor and evaluate policy and strategies under the National and State Strategic Plans in the area of drugs and alcohol. These duties are to be carried out in conjunction with the Programme Manager, Clinical Director and Area Manager of the Alcohol and Drug Services. A focus will also be to establish and facilitate linkages at a policy level with other groups, agencies and the sector to improve the co-ordination of services, improve outcomes for clients and improve the effectiveness and efficiency of service delivery. Duties include the provision of detailed advice, high level policy, data and research analysis, the co-ordination of programmes and projects, preparation and review of service agreements and preparation of correspondence and briefings.

Desirable Requirements:—High-level strategic, conceptual, analytical and creative skills, along with the ability to plan and prioritise activities, formulate sound judgements, and provide appropriate analysis of research of relevance to the sector. Highly developed interpersonal, communication, representation and conflict resolution skills, including the ability to negotiate and work collaboratively with senior internal and external stakeholders in relation to planning and service delivery issues. Proven capacity to work as part of a senior team, manage or participate in projects and be flexible in order to achieve results in an environment of change, ambiguity and pressure.

Enquiries to Sylvia Engels, Department of Health and Human Services, phone (03) 6230 7027, email [sylvia.engels@dhhs.tas.gov.au](mailto:sylvia.engels@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 (below) or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart, Tasmania 7001. Please do not send applications to the contact person.

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

## HEALTH AND HUMAN SERVICES

### STATEWIDE SYSTEMS DEVELOPMENT

#### *System Development*

#### ***Mgr Community Engagement and Stakeholder Relations (518287).***

Applications Close:—Friday, 19 December 2008.

Salary:—\$88,459 per annum.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 8.

Permanent full-time day work.

Location:—34 Davey Street, Hobart.

PLEASE NOTE: Interviews will be held the week beginning 5 January 2009.

Duties:—The Manager, Community Engagement and Stakeholder Relations reports to the Director, Statewide System Development. The job's primary responsibilities are to provide strategic leadership and direction in the development and implementation of a community engagement strategy for DHHS. Provide support and advice to the Departmental Executive, CEOs and others in relation to community participation, stakeholder relations and related agency priorities.

Desirable Requirements:—Demonstrated high level knowledge of consumer engagement processes across the Health and Human Services sector and a demonstrated ability to undertake and effectively manage consultation processes with a range of stakeholders both within and external to government. Demonstrated high level strategic planning and policy development skills, conceptual, analytical and creative skills including demonstrated ability to understand the political, social and organisational environment, to identify relevant issues and to make sound judgements about strategies, directions and priorities. Demonstrated high level oral and verbal communication, negotiation and conflict resolution skills including demonstrated ability to liaise and negotiate complex and sensitive issues effectively.

Enquiries to Siobhan Harpur, Department of Health and Human Services, phone (03) 6216 4495, email [siobhan.harpur@dhhs.tas.gov.au](mailto:siobhan.harpur@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 (below) or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart, Tasmania 7001. Please do not send applications to the contact person.

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## INFRASTRUCTURE, ENERGY AND RESOURCES

### CORPORATE SERVICES DIVISION

#### *Financial Services*

#### ***Expenditure Officer (372546).***

Applications Close:—Friday, 19 December 2008.

Salary:—\$46,736–\$49,582 per annum.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:—As a member of the Financial Services Branch undertake the preparation and processing of the financial and accounting transactions and assist with and undertake the preparation and processing of other financial and accounting transactions as required. Undertake research of financial issues as required. Assist in the provision of quality financial reporting and advice to Financial Services Branch clients.

Enquiries to Stephen Shirley, Chief Financial Officer, Department of Infrastructure, Energy and Resources, phone (03) 6233 2097, email [stephen.shirley@dier.tas.gov.au](mailto:stephen.shirley@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 [recruitment@dier.tas.gov.au](mailto:recruitment@dier.tas.gov.au).

To be considered for an interview an applicant must address the selection criteria that are contained in the Statement of Duties. A Job Kit and Statement of Duties may be obtained at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) or by contacting the Human Resources Branch on (03) 6233 2060.

Applicants should note that, for a period of six months from the date of this notice the selection process for this vacancy may be used to fill subsequent or similar vacancies, under the same conditions as set out above.

The Department prefers the electronic submissions of applications, which will be acknowledged by return email upon successful transmission.



## INFRASTRUCTURE, ENERGY AND RESOURCES

## FOREST PRACTICES AUTHORITY

*Forest Practices Authority***Administrative Officer (371535).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$46,736–\$49,582 per annum.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term part-time 44.1 hours per fortnight for 18 months.

Location:—Hobart.

Provide administrative support for the ongoing development and management of the information and records systems within the Forest Practices Authority.

Desirable Requirements:—Current driver's licence.

Enquiries to Sheryl Wolfe, Office Manager, Department of Infrastructure, Energy and Resources, phone (03) 6233 7727, email [sherly.wolfe@fpa.tas.gov.au](mailto:sherly.wolfe@fpa.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 [recruitment@dier.tas.gov.au](mailto:recruitment@dier.tas.gov.au).

To be considered for an interview an applicant must address the selection criteria that are contained in the Statement of Duties. A Job Kit and Statement of Duties may be obtained at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) or by contacting the Human Resources Branch on (03) 6233 2060.

Applicants should note that, for a period of six months from the date of this notice the selection process for this vacancy may be used to fill subsequent or similar vacancies, under the same conditions as set out above.

The Department prefers the electronic submissions of applications, which will be acknowledged by return email upon successful transmission.

## INFRASTRUCTURE, ENERGY AND RESOURCES

## FOREST PRACTICES AUTHORITY

*Forest Practices Authority***Forest Practices Advisor (371256).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$65,774–\$71,831 per annum.

Tasmanian State Service Award, Professional Stream, Band 2.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart or Launceston.

Duties:—To provide advice and assistance to the Manager, Compliance Programme on the development and implementation of policies and strategies in key areas related to the compliance programme of the Forest Practices Authority. Provide authoritative advice to forest practices officers, Government Agencies, industry, landowners and the general public on the operation of the forest practices system and assist with the implementation of the compliance programme, including training, education, communication and investigations.

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

Desirable Requirements:—Current accreditation as a Forest Practices Officer or potential for appointment as a Forest Practices Officer. A current driver licence.

Enquiries to Michael Schofield, Senior Manager

Compliance, Department of Infrastructure, Energy and Resources, phone (03) 6233 5453, email [michael.schofield@fpa.tas.gov.au](mailto:michael.schofield@fpa.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 [recruitment@dier.tas.gov.au](mailto:recruitment@dier.tas.gov.au).

To be considered for an interview an applicant must address the selection criteria that are contained in the Statement of Duties. A Job Kit and Statement of Duties may be obtained at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) or by contacting the Human Resources Branch on (03) 6233 2060.

Applicants should note that, for a period of six months from the date of this notice the selection process for this vacancy may be used to fill subsequent or similar vacancies, under the same conditions as set out above.

The Department prefers the electronic submissions of applications, which will be acknowledged by return email upon successful transmission.

## INFRASTRUCTURE, ENERGY AND RESOURCES

## LAND TRANSPORT SAFETY

*Vehicle Operations***Manager Transport Operator Accreditation (370638X).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$66,660–\$76,069 per annum.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time 73.5 hours per fortnight for 12 months.

Location:—Hobart.

Duties:—Manage the national heavy vehicle operator and passenger vehicle operator accreditation and approved inspection station schemes in Tasmania.

Desirable Requirements:—Tertiary qualifications or equivalent experience.

Enquiries to John Bessell, Manager Vehicle Operations, Department of Infrastructure, Energy and Resources, phone (03) 6233 5390, email [john.bessell@dier.tas.gov.au](mailto:john.bessell@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 [recruitment@dier.tas.gov.au](mailto:recruitment@dier.tas.gov.au).

To be considered for an interview an applicant must address the selection criteria that are contained in the Statement of Duties. A Job Kit and Statement of Duties may be obtained at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) or by contacting the Human Resources Branch on (03) 6233 2060.

Applicants should note that, for a period of six months from the date of this notice the selection process for this vacancy may be used to fill subsequent or similar vacancies, under the same conditions as set out above.

The Department prefers the electronic submissions of applications, which will be acknowledged by return email upon successful transmission.

## INFRASTRUCTURE, ENERGY AND RESOURCES

## ROADS AND TRAFFIC

*Rail Management Branch***Contracts Administration Officer (371935).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$51,504–\$57,221 per annum.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:— To provide financial administrative support to the Rail Management Branch to ensure that the funding obligations of both parties under the Maintenance and Management Deed are discharged in a timely manner. To provide monitoring of accounts, research past due invoices, generate reports and proactively assist the Branch in all issues affecting the project.

Enquiries to Kelly Bean, Senior Project Officer, Department of Infrastructure, Energy and Resources, phone (03) 6233 2903, email [kelly.bean@dier.tas.gov.au](mailto:kelly.bean@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 [recruitment@dier.tas.gov.au](mailto:recruitment@dier.tas.gov.au).

To be considered for an interview an applicant must address the selection criteria that are contained in the Statement of Duties. A Job Kit and Statement of Duties may be obtained at [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) or by contacting the Human Resources Branch on (03) 6233 2060.

Applicants should note that, for a period of six months from the date of this notice the selection process for this vacancy may be used to fill subsequent or similar vacancies, under the same conditions as set out above.

The Department prefers the electronic submissions of applications, which will be acknowledged by return email upon successful transmission.

## JUSTICE

### COMMUNITY CORRECTIONS

#### *Southern Region*

#### **Executive Assistant (355505).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$46,736–\$49,582 per annum.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—Hobart.

Duties:—Co-ordinate the administrative and support functions of Office of the Director. Provide specialised executive support to the Director. Co-ordinate administrative functions, office records, correspondence accounts and petty cash. Ensure that efficient and effective administrative services are provided to staff of the Directorate as required.

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 checks in the following: 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 the legislative power, crimes involving conspiracy, disciplinary action in previous employment check and identification check.

Enquiries to Marja Elizabeth, Director, Community Corrections, Department of Justice, phone (03) 6233 4753.

Applications to Ms Lee Steedman, Administrative Support Officer, Department of Justice, G.P.O. Box 825, Hobart, Tasmania 7001, phone (03) 6233 9265, fax (03) 6233 3254, email [applications@justice.tas.gov.au](mailto:applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website.

If a Statement of Duties cannot be downloaded, please contact Cheryl Fowler on (03) 6233 4753.

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 SECRETARY

#### *Strategic Policy and Projects*

#### **Court Diversion Officer (355973).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$65,774–\$71,831 pro rata.

Tasmanian State Service Award, Professional Stream, Band 2.

Fixed-term part-time 44.10 hours per fortnight working Tuesday, Wednesday and Thursday.

Location:—Burnie.

Duties:—Undertake professional work including vetting of client eligibility for CMD, preparation of reports, provision of information to Courts and individuals. Allocation of assessment/case management, report vetting and case reviews.

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;

1) Conviction checks in the following; 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 the Legislative Power; Crimes involving Conspiracy; Family Violence Orders; Police Family Violence Orders. 2) Disciplinary action in previous employment check. 3) Identification check.

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

Enquiries to Elisa Buggy, Co-ordinator Special Programmes, Strategic Policy and Projects, Department of Justice, phone (03) 6216 4429, email [elisa.buggy@justice.tas.gov.au](mailto:elisa.buggy@justice.tas.gov.au). Applications to Ms Lee Steedman, Administrative Support Officer, Department of Justice, G.P.O. Box 825, Hobart, Tasmania 7001, phone (03) 6233 9265, fax (03) 6233 3254, email [applications@justice.tas.gov.au](mailto:applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Elisa Buggy on (03) 6216 4429.

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

## WORKPLACE STANDARDS TASMANIA

*Building Control***Continuing Professional Development Officer (356121).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$51,504–\$57,221 per annum.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Rosny.

Desirable Requirements:—Previous experience and/or qualifications in the building or education and training industry.

Enquiries to Peter Rayner, Registrar, Building Practitioner Accreditation, Workplace Standards Tasmania, Department of Justice, phone (03) 6233 8774.

Applications to Ms Lee Steedman, Administration Support Officer, Department of Justice, G.P.O. Box 825, Hobart, Tasmania 7001, phone (03) 6233 9265, fax (03) 6233 3254, email [applications@justice.tas.gov.au](mailto:applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Jenny.Ratcliffe@justice.tas.gov.au or on (03) 6233 3819.

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

*Information Technology Services***Computer Systems Officer—2 Vacancies.**

Applications Close:—Monday, 22 December 2008.

Salary:—\$55,020–\$60,476 per annum.

Administrative and Clerical Employees Award, Computer Systems Officer, Level 2 (A and C, Level 6-7).

Vacancy No. 002200, Re-advertised.

Permanent full-time.

Location:—Hobart.

Vacancy No. 002340.

Permanent full-time.

Location:—Hobart.

Duties:—As a member of Information Technology Services, the Computer Systems Officer at this level could undertake duties in the following areas. Manage a range of tasks associated with full project life cycle including analysis, design, development, deployment and quality assurance of business information systems and technology infrastructure. Provide specialist technical application development and work with a team of Computer Systems Officers, client representatives and consultants who are employed in information technology tasks.

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

conviction check for—crimes of violence, sex related offences, serious drug offences, crimes involving dishonesty, serious traffic offences.

Desirable Requirements:—Qualifications are not prescribed, however appropriate tertiary qualifications in a relevant discipline or equivalent experience would be an advantage.

Enquiries to Mr John Schofield, Manager, Application Support Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, TAS, 7001, phone (03) 6230 2465, email [John.Schofield@police.tas.gov.au](mailto:John.Schofield@police.tas.gov.au).

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

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

## PREMIER AND CABINET

**Fixed Term and Casual Employment Register (Various).**

Applications Close:—Friday, 26 November 2010.

Salary:—per annum.

Administrative and Clerical Employees Award.

Register.

Location:—Hobart, Launceston, Devonport, Burnie.

We invite interested persons to apply for our Fixed Term and Casual Employment Register. Vacancies arise in various locations across Tasmania in the positions of:

**Administrative and Clerical Officer:** Band 1 (previously Admin and Clerical Level 2) (\$32,020–\$38,873 per annum) and.

**Voice Communication Officer:** Band 2 (previously Admin and Clerical, Level 3) (\$41,318–\$43,922 per annum).

(Available in Hobart and Launceston only).

If you are interested in either of the above positions, you are encouraged to visit the website [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) to obtain a jobkit (including application form, information for applicants and selection criteria which MUST be addressed). Additional information on the Department of Premier and Cabinet is also available at our website: [www.dpac.tas.gov.au](http://www.dpac.tas.gov.au). You are encouraged to forward your application to: Matthew Abey, Human Resources Branch, G.P.O. Box 123 Hobart, Tasmania 7001.

Persons who have previously applied for the Employment Register and have not been employed during the last 12 months are required to re-submit an application to be considered for future employment.

The register will remain open to applicants at all times during the next 2 years and will be reviewed on a regular basis.

Enquiries:—For preliminary discussions, please contact Matthew Abey or Carly Robson on (03) 6270 5451 or (03) 6270 5589.

To obtain a job kit (including information for applicants, selection criteria and application form) please visit the website [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au). Alternatively, please contact Melanie Nugent on telephone (03) 6233 3738 or email [Melanie.Nugent@dpac.tas.gov.au](mailto:Melanie.Nugent@dpac.tas.gov.au).

PREMIER AND CABINET  
COMMUNITY DEVELOPMENT DIVISION  
*Disability Bureau*

**Senior Policy Analyst (001310).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$66,660–\$76,069 per annum.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time (3 months).

Location:—Hobart.

Duties:—Assist in the implementation of the Tasmanian Government's Disability Framework for Action through the provision of advice and support to senior management, Government agencies and community organisations. Assist in the effective operation of the Disability Bureau. Undertake designated projects, policy research, analysis, development, implementation and review at the direction of the Manager, Disability Bureau.

Desirable Requirements:—Tertiary qualifications in a policy related discipline and/or experience in related area.

Enquiries to Beverley Funnell, Manager Disability Bureau, Department of Premier and Cabinet, phone (03) 6233 9244, email Beverley.Funnell@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  
LOCAL GOVERNMENT DIVISION

**Administrative Assistant (000116).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$32,020–\$38,873 per annum.

Tasmanian State Service Award, General Stream, Band 1.

Permanent full-time.

Location:—Hobart.

Duties:—Provide a reception and clerical service to the staff of the Local Government Division and contribute to the efficient and effective operation of the Office.

Enquiries to Karyne Johns, Executive Officer, Department of Premier and Cabinet, phone (03) 6233 8567, email Karyne.Johns@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  
INFORMATION AND LAND SERVICES  
*Office of the Valuer General*

**Assistant Valuer (335144, 702260 and 702845)—  
(3 vacancies).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$46,736–\$49,582 per annum.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—335144 (Launceston), 702260 and 702845 (Hobart).

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

Potential applicants should note that new classification structures and salary rates are effective on 5 March 2009. Further information can be obtained from the contact officer.

Duties:—Under the guidance of a qualified valuer assist in a range of statutory valuations as required under the provisions of the Valuation of Land Act 2001 and assist with quality assurance checking of valuations on a statewide basis working to set timeframes. With the supervision of a qualified valuer assist with client valuation and compulsory acquisition valuations across Tasmania. Assist the provision of cost effective and revenue generating valuation services.

Desirable Requirements:—Currently enrolled and undertaking a Degree in Business Studies (or similar) majoring in property valuations. A current motor vehicle driver's licence. Working experience in statutory rating valuations and compulsory property acquisition valuations.

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

Enquiries to Anthony Wright, phone (03) 6216 4202, email anthony.wright@dpiw.tas.gov.au.

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

PRIMARY INDUSTRIES AND WATER  
INFORMATION AND LAND SERVICES  
*Office of the Valuer General*

**Senior Valuer (702721).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$86,107–\$91,030 per annum.

Tasmanian State Service Award, Professional Stream, Band 4.

Permanent full-time.

Location:—Launceston.

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

Potential applicants should note that new classification structures and salary rates are effective on 5 March 2009. Further information can be obtained from the contact officer.

Duties:—As a senior professional practitioner, the occupant is responsible for performing a range of statutory valuations as required under the provisions of the Valuation of Land Act 2001 and provide guidance and training of less experienced staff in statutory valuation techniques. Co-ordinate the work of field operatives and be responsible for the completion of statutory valuations and quality assurance checking of valuations on a statewide basis working to set timeframes. Advise and assist the Valuer-General on property matters, high level valuations and negotiations. Undertake valuations of specialised properties and assets as required. Contribute to an ongoing review of work practices and implement improved practices that will provide cost effective and revenue generating valuation services. Manage and participate in all processes and procedures undertaken by the Office of the Valuer-General including human, physical and financial resources.

Essential Requirements:—Meet the necessary qualifications to practice as a Land Valuer in accordance with the Land Valuers Act 2001.

A current motor vehicle driver's licence.

Desirable Requirements:—A Degree in Business Studies (or similar), majoring in property valuations. Extensive

working experience in statutory rating valuations and compulsory property acquisition valuations.

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

Enquiries to Tony Wright, phone (03) 6216 4202, email [anthony.wright@dpiw.tas.gov.au](mailto:anthony.wright@dpiw.tas.gov.au).

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

## PRIMARY INDUSTRIES AND WATER

### INFORMATION AND LAND SERVICES

#### *Office of the Valuer General*

#### **Senior Valuer (Policy and Projects) (702405).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$86,107–\$91,030 per annum.

Tasmanian State Service Award, Professional Stream, Band 4.

Permanent full-time.

Location:—Hobart.

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

Potential applicants should note that new classification structures and salary rates are effective on 5 March 2009. Further information can be obtained from the contact officer.

Duties:—Manage major projects and policy initiatives for the Office of the Valuer-General including legislative, policy reform/proposals and internal programme reviews. As a senior professional practitioner, the occupant is responsible for performing a range of statutory valuations as required under the provisions of the Valuation of Land Act 2001 and the Land Acquisition Act 1993 and provide guidance and training of less experienced staff in statutory valuation techniques. Co-ordinate the work of field operatives and be responsible for the completion of statutory valuations and quality assurance checking of valuations on a statewide basis working to set timeframes. Advise and assist the Valuer-General on property matters, high level valuations and negotiations. Undertake valuations of specialised properties and assets as required. Contribute to an ongoing review of work practices and implement improved practices that will provide cost effective and revenue generating valuation services. Manage and participate in all processes and procedures undertaken by the Office of the Valuer-General including human, physical and financial resources.

Essential Requirements:—Meet the necessary qualifications to practice as a Land Valuer in accordance with the Land Valuers Act 2001.

A current motor vehicle driver's licence.

Desirable Requirements:—A Degree in Business Studies (or similar), majoring in property valuations. Extensive working experience in statutory rating valuations and compulsory property acquisition valuations.

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

Enquiries to Tony Wright, phone (03) 6216 4202, email [anthony.wright@dpiw.tas.gov.au](mailto:anthony.wright@dpiw.tas.gov.au).

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

## PRIMARY INDUSTRIES AND WATER

### INFORMATION AND LAND SERVICES

#### *Office of the Valuer General*

#### **Valuer (702146 and 700628) (2 vacancies).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$65,774–\$71,831 per annum.

Tasmanian State Service Award, Professional Stream, Band 2.

Permanent full-time.

Location:—Hobart (702146) Launceston (700628).

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

Potential applicants should note that new classification structures and salary rates are effective on 5 March 2009. Further information can be obtained from the contact officer.

Duties:—As a professional practitioner, the occupant is responsible for performing a range of statutory valuations as required under the provisions of the Valuation of Land Act 2001 and be responsible for the completion of statutory valuations and quality assurance checking of valuations on a statewide basis working to set timeframes. Undertake a wide variety of valuations including client valuations and compulsory acquisition valuations. Review valuations for statutory rating purposes undertaken by contractors. Contribute to an ongoing review of work practices and implement improved practices that will provide cost effective and revenue generating valuation services.

Essential Requirements:—Meet the necessary qualifications to practice as a Land Valuer in accordance with the Land Valuers Act 2001.

A current motor vehicle driver's licence.

Desirable Requirements:—A Degree in Business Studies (or similar), majoring in property valuations. Working experience in statutory rating valuations and compulsory property acquisition valuations.

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

Enquiries to Tony Wright, phone (03) 6261 4202, email [anthony.wright@dpiw.tas.gov.au](mailto:anthony.wright@dpiw.tas.gov.au).

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

## PRIMARY INDUSTRIES AND WATER

### RESOURCE MANAGEMENT AND CONSERVATION

#### *Wildlife Management*

#### **Graduate Wildlife Policy Officer (702600).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$41,318–\$51,504 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.

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

Potential applicants should note that new classification structures and salary rates are effective on 5 March 2009.

Further information can be obtained from the contact officer.

**Duties:**—Provide assistance in the development and implementation of policy planning activities relating to the management of Tasmanian Wildlife, in particular wildlife harvesting and browsing animal management, and assist in the provision of advice on sustainable wildlife management and nature conservation in Tasmania.

**Essential Requirements:**—A university degree or an equivalent qualification in a relevant discipline.

**Desirable Requirements:**—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 Ross Monash, phone (03) 6233 2457, email [ross.monash@dpiw.tas.gov.au](mailto:ross.monash@dpiw.tas.gov.au).

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

TAFE TASMANIA  
CAMPUS DEVELOPMENT  
*Customer Services*

**Trainee Clerk (331209).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$12,060–\$27,148 per annum.

Tasmanian State Service National Training Wage Award, Traineeship.

Fixed-term full-time From 9 February 2009 for a 2 year period.

Location:—North West.

**Duties:**—To assist with the provision of clerical and production services for clients.

This vacancy is intended for school leavers or those who do not have a vocational qualification.

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

Enquiries to Mary-Anne McGinness, A/Team Leader, Customer Services Burnie, TAFE Tasmania, phone (03) 6434 5832, email [Mary-Anne.McGinness@tafe.tas.edu.au](mailto:Mary-Anne.McGinness@tafe.tas.edu.au).

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

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

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

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

TAFE TASMANIA  
DRYSDALE INSTITUTE  
*Tourism*

**Teacher (Retail Travel and Events) (321843).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$45,875–\$68,649 per annum.

TAFE Teachers Award, Teacher.

Fixed-term full-time 2 February 2009 until 18 December 2009.

Location:—South.

An increased salary may be negotiated in lieu of additional recreation leave entitlements.

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

We are seeking a multi skilled professional to join the Tourism teaching team. It would be advantageous to have skills and experience in retail travel sales, meetings and events and general small to medium business.

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

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

Enquiries to Lisa Punshon, Team Leader, Tourism, TAFE Tasmania, phone (03) 6233 5380, mobile 0400 805 257, email [Lisa.Punshon@tafe.tas.edu.au](mailto:Lisa.Punshon@tafe.tas.edu.au).

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

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

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

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

THE PUBLIC TRUSTEE  
EXECUTIVE MANAGEMENT TEAM

**Human Resource Manager (790197).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$66,660–\$76,069 per annum.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

**Duties:**—Develop and co-ordinate the implementation of ThePublic Trustee's human resource management plan, including succession and workforce planning, knowledge management, human resource management policies, employment practices and workplace Health and Safety. Develop and implement a strategic training and development programme for TPT staff. Develop, promote and implement a performance management system.

Enquiries to Peter Maloney, Chief Executive Officer, The Public Trustee, 116 Murray Street, Hobart, phone (03)6233 7611, email [pmaloney@publictrustee.tas.gov.au](mailto:pmaloney@publictrustee.tas.gov.au).

Applications to Venita Holland, Human Resource Officer, The Public Trustee, G.P.O. Box 1565, Hobart, 7001, phone (03)6233 7706, email [vholland@publictrustee.tas.gov.au](mailto:vholland@publictrustee.tas.gov.au).

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

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

#### TREASURY AND FINANCE

##### REVENUE, GAMING AND LICENSING DIVISION

###### *Liquor and Gaming Branch*

#### **Client Services Officer (723337).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$46,736–\$49,582 per annum.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term full-time until 30 June 2010.

Location:—Hobart.

Duties:—In the context of the selection criteria, to be successful in the position applicants will:—perform a range of clerical functions associated with the administration and regulation of liquor and gaming, process applications for licences and permits under the Gaming Control Act 1993 and the Liquor Licensing Act 1990, prepare correspondence, reports and submissions in relation to liquor and gaming matters and advise the public on liquor and gaming matters, including licensing matters.

Enquiries to Jane Scott, Manager Operations, Liquor and Gaming Branch, Department of Treasury and Finance, phone (03) 6233 3534, email [jane.scott@treasury.tas.gov.au](mailto:jane.scott@treasury.tas.gov.au).

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

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

## Tasmanian Government Senior Executive Service

#### ECONOMIC DEVELOPMENT AND TOURISM

#### **Executive Director Corporate Support (424337).**

Applications Close:—Friday, 19 December 2008.

Salary:—\$131,540–\$157,848 per annum.

Senior Executive, Level 3.

Fixed-term full-time up to 5 years.

Location:—Hobart.

Duties:—As a member of the Department's Executive management team, provide authoritative information and advice to the portfolio Ministers, the Secretary and the Tasmanian Development Board on a diverse range of issues, and provide strategic leadership and direction of the Corporate Support Division.

Fulfil the function of Corporate Secretary to the Tasmanian Development Board.

Desirable Requirements:—A relevant degree or other tertiary qualification.

Enquiries to Lynette Fahey for a copy of the Statement of Duties on (03) 6233 5871 or email [Lynette.Fahey@development.tas.gov.au](mailto:Lynette.Fahey@development.tas.gov.au). For further information about the position please contact Jonathan Wood, Acting Secretary, phone (03) 6233 5872, email [Jonathan.Wood@development.tas.gov.au](mailto:Jonathan.Wood@development.tas.gov.au).

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

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

<b>Staff Movements</b>
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*Permanent Appointments*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Education	School Attendant	K Brazendale	6 months	20.10.08
Education	Teacher	L Garland	6 months	14.10.08
Education	Records Officer Archiving	N Grant	6 months	13.11.08
Education	Teacher	R Reed	6 months	27.11.08
Education	Teacher	A Maddick	6 months	12.11.08
Education	School Office Clerk	T Richards	6 months	24.11.08
Education	School Attendant	R Wright	6 months	01.12.08
Education	Senior Project Officer	M Harman	6 months	27.11.08
Education	Senior Project Officer	M Bilsborough	6 months	27.11.08
Education	Senior Injury Management Officer	A Campbell	6 months	08.12.08
Education	Client Support Officer	J Cashion	6 months	01.12.08
Education	Network Support Officer	K Temple	6 months	24.11.08
Education	Administrative Clerk	S Haines	6 months	04.11.08
Education	Network Support Officer	T Price	6 months	01.12.08
Health & Human Services	Branch Station Officer	M. Fletcher	6 months	08.12.08
Health & Human Services	Community Mental Health Nurse	S. Prince	6 months	08.12.08
Health & Human Services	Enrolled Nurse	N. McDonald	6 months	02.12.08
Health & Human Services	Registered Nurse Level 1	D. Short	6 months	02.12.08
Health & Human Services	Social Worker	K Tollard	6 months	30.11.08
Health & Human Services	Administrative Officer	L. Byrne	6 months	03.12.08
Health & Human Services	Service Improvement Officer	S. Condon	6 months	22.12.08
Health & Human Services	Registered Nurse Level 1	R. Guevarra	6 Months	21.12.08
Health & Human Services	Registered Nurse Level 1	L. Mathieson	6 Months	21.12.08
Health & Human Services	Registered Nurse Level 1	F. Templar	6 Months	21.12.08
Health & Human Services	Registered Nurse Level 1	E. Shin	6 Months	21.12.08
Health & Human Services	Registered Nurse Level 1	L. Carter	6 Months	21.12.08
Health & Human Services	Statewide Cessation Coordinator	G. Fullard	6 months	10.12.08
Health & Human Services	IT Officer	K. Patterson	6 Months	08.12.08
Health & Human Services	Registered Nurse Level 1	O. Stimpson	6 Months	21.12.08
Health & Human Services	Registered Nurse Level 1	S. Hodgson	6 months	07.12.08
Health & Human Services	Enrolled Nurse	S. Haynes	6 Months	14.12.08
Health & Human Services	Registered Nurse Level 1	J. Cowen	6 months	08.12.08
Health & Human Services	Registered Nurse Level 1	D. Bauzca	6 months	07.12.08
Health & Human Services	Coordinator Planning and Performance Monitoring	A. Torok	6 months	09.12.08
Infrastructure, Energy & Resources	Senior Policy Analyst	K. Reid	6 months	03.12.08
Infrastructure, Energy & Resources	Geologist / Geomorphologist	A Slee	6 months	03.11.08
Justice	Assistant State Planning Adviser	B Risby	6 months	03.12.08
Premier & Cabinet	Ministerial Driver	S. Webb	6 Months	01.12.08
Premier & Cabinet	Graduate Research Officer	I. Summers	6 Months	02.12.08



*Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	L Colli	Senior Systems Officer	30.10.08
Education	J Febey	School Executive Officer	30.10.08
Education	R Thompson	Principal	13.11.08
Education	S Gill	Principal	13.11.08
Education	G Brown	Principal	13.11.08
Education	A Jones	Manager Conduct & Investigations	11.11.08
Education	A Lillico	Community Facilitator	13.11.08
Education	C Howell	Digital Services Officer	27.11.08
Education	R Moss	Digital Services Officer	27.11.08
Education	L McLean	Manager Strategy	27.11.08
Education	J Bruun	HR Consultant (Policy)	10.12.08
Education	T Nicholls	AST	01.12.08
Health & Human Services	L. Greenwood	Business Analyst	01.12.08
Health & Human Services	A.Percy	Executive Officer	08.12.08
Health & Human Services	J. Tolland	Records Co-ordinator North/North West	28.11.08
Health & Human Services	S. Mills	Enrolled Nurse	14.12.08
Health & Human Services	L. Sutherland	Enrolled Nurse	14.12.08
Health & Human Services	D.James	Tenancy Team Leader	08.12.08
Infrastructure, Energy & Resources	L Drake	Site Administrator Brighton Projects	28.11.08
Infrastructure, Energy & Resources	J. Millhouse	Resource Management Officer	02.12.08
Police & Emergency Management	M. Ciantar	Station Officer	03.12.08
Premier & Cabinet	A Street	Senior Consultant	25.11.08
Premier & Cabinet	S Allen	Senior Finance Controller	24.11.08
Premier & Cabinet	R Gilbert	Principal Policy Analyst	24.11.08
Premier & Cabinet	R. Cullen	Project Manager Microsoft Technologies	04.12.08
Primary Industries & Water	A. Woolley	Senior Policy Analyst	04.12.08
Primary Industries & Water	S. Apted	Senior Policy Analyst	01.12.08
Treasury & Finance	A. Turner	Senior Policy Analyst	27.11.08

*Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Teacher	M Hatch	29.10.08
Education	Injury Management Officer	B Champion	31.10.08
Education	Teacher	L Hanlon	29.10.08
Education	Teacher	A Richards	19.09.08
Education	Teacher	A James	12.11.08
Education	Teacher	B Davies	05.12.08
Education	Principal	K Lake	26.11.08
Education	Executive Officer	G Taylor	10.12.08
Education	AST	H Davies	27.10.08
Health & Human Services	Clinical Nurse	S. O'Toole	29.11.08
Health & Human Services	Clinical Nurse	G. Harwood	03.12.08
Health & Human Services	Disability Officer	V Davis	29.11.08
Health & Human Services	Disability Officer	H. Bain	04.12.08
Justice	Admin & Clerical Officer	V Smith	05.12.08

*Resignation of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	School Attendant	S Coleman	31.10.08
Education	Senior IT Support Officer	G Hurst	07.11.08
Education	Teacher	J Monkhouse	13.10.08
Education	Network Support Officer	E Verze	14.11.08
Education	Internal Auditor	D Mendis	25.11.08
Education	Project Officer	G Buchanan	21.11.08
Education	School Attendant	P Townsend	02.12.08
Education	Receptionist OPCET	L Ives	04.12.08
Education	Clerical Admin Officer	C Keogh	28.11.08
Education	Teacher	K Bourke	29.10.08
Environment, Parks, Heritage & the Arts	Ranger	B Colson	04.12.08
Environment, Parks, Heritage & the Arts	Discovery Ranger	G Darby	28.11.08
Environment, Parks, Heritage & the Arts	Liaison Officer	D. Kellahan	10.12.08
Health & Human Services	Registered Nurse	D. Wood	15.12.08
Health & Human Services	Enrolled Nurse	J. Heyes	30.11.08
Health & Human Services	Enrolled Nurse	K. Blackberry	29.11.08
Health & Human Services	Laundry Hand/Cleaner	T. Moulton	31.10.08
Health & Human Services	Registered Nurse	G. Suter	29.11.08
Health & Human Services	Enrolled Nurse	B. Caple	28.11.08
Health & Human Services	Speech Pathologist	V Allen	02.12.08
Health & Human Services	Clinical Nurse	S. Wilson	29.11.08
Health & Human Services	Administrative Assistant	M. Baker	05.12.08
Health & Human Services	Clinical Nurse Level 4	E McVey	28.12.08
Primary Industries & Water	Administrative Assistant	L. Harper	12.11.08

*Fixed-term Appointments of Greater than 12 Months*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Term</i>	<i>Date of Effect</i>
Economic Development & Tourism	Senior Project Manager	L. Taylor	2 years	06.01.09
Justice	Witness Assistance Officer	E Fyffe	19 months	17.11.08
Primary Industries & Water	Scientific Officer (Devil Facial Tumour Project)	R. Taylor	3 years 7 months	01.12.08

*Transfer of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	T Shearer-Milne	Education	School Library Technician	27.11.08
Economic Development & Tourism	S. Donovan	Premier & Cabinet	Project Manager - Unified Communications	27.11.08



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