



TASMANIAN STATE SERVICE NOTICES

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CONTENTS.

VACANCIES—	
Economic Development and Tourism.....	2130
Education	2130
Environment, Parks, Heritage and the Arts.....	2147
Health and Human Services	2148
Infrastructure, Energy and Resources.....	2165
Justice.....	2165
Police and Emergency Management.....	2166
Premier and Cabinet.....	2167
Primary Industries and Water.....	2168
TAFE	2169
Treasury and Finance	2169
Whole of Government.....	2171
Port Arthur Historic Site Management Authority	2171
DIRECT SELECTIONS—	
Environment, Parks, Heritage and the Arts.....	2171
SENIOR EXECUTIVE APPOINTMENTS—	
Health and Human Services	2172
Infrastructure, Energy and Resources.....	2173
STAFF MOVEMENTS—	
Appointments.....	2174
Promotions.....	2175
Resignations	2175
Retirements	2175

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

Vacancies—General Information

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

www.jobs.tas.gov.au

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

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

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

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

Further Information

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

Submission of Applications

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

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

Fixed-Term Appointment

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

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

Fixed-Term Employment Registers

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

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

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.

ECONOMIC DEVELOPMENT AND TOURISM

CORPORATE SUPPORT DIVISION

Business Finance and Compliance

Project Manager, Risk Management (425051).

Applications Close:—Friday, 14 November 2008.

Salary:—\$56,854–\$60,476 per annum.

Administrative and Clerical Employees Award, Level 7.

Fixed-Term full-time to 30 June 2009.

Location:—Hobart.

Duties:—Develop and implement policies and procedures to manage business risk and ensure best practice compliance in loan and grant administration.

Desirable Requirements:—Relevant tertiary qualifications and/or financial or legal industry experience.

Enquiries to Hannah Warwarek for a copy of the Statement of Duties on (03) 6233 5601 or email Hannah.Warwarek@development.tas.gov.au. For further information about the position please contact Patty Johnson, Finance and Facilities Director, phone (03) 6233 5767, email Patty.Johnson@development.tas.gov.au.

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

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

ECONOMIC DEVELOPMENT AND TOURISM

SPORT AND RECREATION TASMANIA

Premiers Physical Activity Council

Manager Premier's Physical Activity Council (424190).

Applications Close:—Friday, 14 November 2008.

Salary:—\$71,326–\$73,143 per annum.

Administrative and Clerical Employees Award, Level 9.

Fixed-Term full-time to 5 November 2009.

Location:—Hobart.

Duties:—Manage the operations of the Premier's Physical Activity Council and the implementation of physical activity programmes and initiatives in consultation with the PPAC Chairman, Council members and community stakeholders. Contribute to the strategic planning, development and direction of Sport and Recreation Tasmania.

Desirable Requirements:—Relevant tertiary and/or industry recognised qualifications and affiliations. A current drivers licence.

Enquiries to Nicole Reeve for a copy of the Statement of Duties on (03) 6233 5629 or email Nicole.Reeve@development.tas.gov.au. For further information about the position please contact Craig Martin, Executive Director Sport and Recreation Tasmania, phone (03) 6233 5623, email Craig.Martin@development.tas.gov.au.

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

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

EDUCATION

CORPORATE SERVICES

Information and Technology Services

Schools and Client IT Support

IT Support Officer (960851).

Applications Close:—Friday, 14 November 2008.

Salary:—\$38,927–\$51,357 per annum.

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

Permanent full-time From as soon as possible.

Location:—Hobart.

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

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for: crimes of violence, sex related offences, 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 Paul Enkelaar, Department of Education, phone (03) 6233 2290, email paul.enkelaar@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

Schools and Client IT Support

Senior IT Support Officer—3 Vacancies.

Applications Close:—Friday, 14 November 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. 962692,

Permanent full-time.

Location:—Hobart.

Vacancy No. 963044,

Permanent full-time.

Location:—Hobart.

Vacancy No. 960844,

Permanent full-time.

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,

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Enquiries to Paul Enkelaar, Department of Education, phone (03) 6233 2290, email paul.enkelaar@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 (North)

Brooks High School

Clerk (305080).

Applications Close:—Friday, 14 November 2008.

Salary:—\$34,648–\$37,378 per annum.

Administrative and Clerical Employees Award, Level 2.

Permanent part-time 29.4 hours per fortnight up to 42 weeks per year (2 full days per week).

Location:—Brooks High 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 Leonie Johnston, Department of Education, phone 0438 281 352, email leonie.johnston@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)

Brooks High School

Employment Liaison Officer (963106).

Applications Close:—Friday, 14 November 2008.

Salary:—\$38,927–\$42,233 pro rata.

Administrative and Clerical Employees Award, Level 3.

Permanent part-time 50 hours per fortnight up to 42 weeks per year.

Location:—Brooks High School.

Description of the Role:—To provide general clerical and administrative support in the Careers Room, including organising work placements, supporting students with resumes and job applications, word processing operations and other duties as required.

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.

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. Enquiries to Leonie Johnston, Department of Education, phone 0438 281 352, email leonie.johnston@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 (North)

Cape Barren Island School

School Attendant (952573).

Applications Close:—Friday, 14 November 2008.

Salary:—\$33,637 pro rata.

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

Permanent part-time 15 hours per fortnight 52 weeks per year from 2 February 2009.

Location:—Cape Barren Island School.

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

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for crimes of violence, sex related offences, 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 Sandra Reid, Department of Education, phone (03) 6359 3564, email sandra.reid@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 (North)

Cressy District High School

Teacher, Speech and Drama + Music (205124).

Applications Close:—Friday, 14 November 2008.

Salary:—\$44,449–\$71,133 per annum.

Teaching Service (TPS) Award, Teacher.

Permanent full-time from 9 February 2009.

Location:—Cressy District High School.

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

Essential Requirements:—Teaching qualifications as established by the Tasmanian Industrial Commission in the Teaching Service (Tasmanian Public Sector) Award, 2005. Current certificate of registration; or provisional registration; or limited authority to teach granted by the Teachers Registration Board (Tasmania) in accordance with the provisions of the Teachers Registration Act 2000. Please note that a person with a limited authority to teach can only be employed on a fixed-term basis. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for crimes of violence, sex related offences, serious drug offences.

Desirable Requirements:—Ability to teach Speech and Drama & Music. 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 Annette Hollingsworth, Department of Education, phone (03) 6397 6281, email annette.hollingswort@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.

EDUCATION

LEARNING SERVICES

Learning Services (North)

Evandale Primary School

Clerk (952042).

Applications Close:—Friday, 14 November 2008.

Salary:—\$34,648–\$37,378 pro rata.

Administrative and Clerical Employees Award, Level 2.

Permanent part-time 27.2 hours per fortnight up to 42 weeks per year.

Location:—Evandale 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 Bronwyn Carroll, Department of Education, phone (03) 6391 8676, email bronwyn.carroll@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)

Invermay Primary School

School Executive Officer (305345).

Applications Close:—Friday, 14 November 2008.

Salary:—\$44,019–\$47,675 pro rata.

Administrative and Clerical Employees Award, Level 4.

Permanent part-time 29.40 hours per fortnight from 27 January 2009.

Location:—Invermay Primary School.

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

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for crimes of violence, sex related offences, 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 Emmy Brient, Department of Education, phone (03) 6331 8371, email emmy.brient@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 (North)

Lilydale District School

School Office Clerk (305376).

Applications Close:—Friday, 14 November 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—Lilydale District School.

Description of the Role:—To provide general clerical and administrative support in the school/college office, including client service, maintenance of the School Administration and Accounting System database, records management, word processing and other 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 Helen Hale, Department of Education, phone (03) 6395 1231, email helen.hale@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)

Prospect High School

Laboratory Technician—2 Vacancies.

Applications Close:—Friday, 14 November 2008.

Salary:—\$38,927–\$45,854 per annum.

Technical Employees Award, Level 2.

Vacancy No. 981199,

Permanent part-time 36.75 hours per fortnight from 2 February 2009.

Location:—Prospect High School.

Vacancy No. 205641,

Permanent full-time From 2 February 2009.

Location:—Prospect High School.

Description of the Role:—Provide technical support to a school or college's science unit and undertake associated administrative duties.

Essential Requirements:—An Associate Diploma in Laboratory Technology from a recognised TAFE institution, or an equivalent qualification, appropriate to the nature of the work. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for crimes of violence, sex related offences, serious drug offences.

Desirable Requirements:—Post secondary studies in the fields of science and/or technology.

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 Jacquie Everson, Department of Education, phone (03) 6344 4744, email jacquie.everson@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 (North)

Ravenswood Heights Primary School

Clerk (963894).

Applications Close:—Friday, 14 November 2008.

Salary:—\$34,648–\$37,378 pro rata.

Administrative and Clerical Employees Award, Level 2.

Permanent part-time 22 hours per fortnight up to 42 weeks per year.

Location:—Ravenswood Heights 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 Ann Collins, Department of Education, phone (03) 6339 1066, email ann.collins@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)

Riverside High School

School Library Technician (958020).

Applications Close:—Friday, 14 November 2008.

Salary:—\$38,927–\$45,854 per annum.

Technical Employees Award, Level 2.

Permanent part-time 30 hours per fortnight from 9 February 2009.

Location:—Riverside High School.

Description of the Role:—Undertake technical duties in a school library including implementing collection management procedures and bibliographic tasks including cataloguing, record creation and amendment for both monographs and serials. Apply established solutions to procedural and related problems and issues. Provide technical advice about access to publications and information generally and assist staff and students to access information generally.

Essential Requirements:—Diploma in Library and Information Studies or equivalent TAFE or post secondary qualification. 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 Paul Cox, Department of Education, phone (03) 6327 3969, email paul.cox@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 (North)

Scottsdale Primary School

Clerk (963804).

Applications Close:—Friday, 14 November 2008.

Salary:—\$34,648–\$37,378 pro rata.

Administrative and Clerical Employees Award, Level 2.

Permanent part-time 14 hours per fortnight up to 42 weeks per year.

Location:—Scottsdale 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 Helen Munro, Department of Education, phone (03) 6352 2328, email helen.munro@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)

St Helens District High School

Clerk (960604).

Applications Close:—Friday, 14 November 2008.

Salary:—\$34,648–\$37,378 pro rata.

Administrative and Clerical Employees Award, Level 2.

Permanent part-time 18.8 hours per fortnight up to 42 weeks per year.

Location:—St Helens District High 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 Christine Treløgen, Department of Education, phone (03) 6376 7100, email christine.treløgen@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)

St Marys District High School

Teacher, Maths/Science and English/BOSE— 2 Vacancies.

Applications Close:—Friday, 14 November 2008.

Salary:—\$44,449–\$71,133 per annum.

Teaching Service (TPS) Award, Teacher.

Vacancy No. 203730, Maths/Science,

Permanent full-time from 9 February 2009.

Location:—St Marys District High School.

Vacancy No. 203732, English/BOSE,

Permanent full-time from 9 February 2009.

Location:—St Marys District High School.

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

Essential Requirements:—Teaching qualifications as established by the Tasmanian Industrial Commission in the Teaching Service (Tasmanian Public Sector) Award, 2005. Current certificate of registration; or provisional registration; or limited authority to teach granted by the Teachers Registration Board (Tasmania) in accordance with the provisions of the Teachers Registration Act 2000. Please note that a person with a limited authority to teach can only be employed on a fixed-term basis. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. 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.

Desirable Requirements:—Ability to teach Maths/Science 203730 and English/SOSE 203732. 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 Brian Shephard, Department of Education, phone (03) 6372 3900, email brian.shephard@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.

EDUCATION

LEARNING SERVICES

Learning Services (North)

Summerdale Primary School

Clerk—2 Vacancies.

Applications Close:—Friday, 14 November 2008.

Salary:—\$34,648–\$37,378 pro rata.

Administrative and Clerical Employees Award, Level 2.

Vacancy No. 963889,

Permanent part-time 58.8 hours per fortnight up to 42 weeks per year.

Location:—Summerdale Primary School.

Vacancy No. 963891,

Permanent part-time 20.58 hours per fortnight up to 42 weeks per year.

Location:—Summerdale 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 Alison Tuskin, Department of Education, phone (03) 6344 5333, email alison.tuskin@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)

Winnaleah District High School

Teacher, Physical Education (955905).

Applications Close:—Friday, 14 November 2008.

Salary:—\$44,449–\$71,133 per annum.

Teaching Service (TPS) Award, Teacher.

Permanent full-time from 9 February 2009.

Location:—Winnaleah District High School.

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

Essential Requirements:—Teaching qualifications as established by the Tasmanian Industrial Commission in the Teaching Service (Tasmanian Public Sector) Award, 2005. Current certificate of registration; or provisional registration; or limited authority to teach granted by the Teachers Registration Board (Tasmania) in accordance with the provisions of the Teachers Registration Act 2000. Please note that a person with a limited authority to teach can only be employed on a fixed-term basis.

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

Desirable Requirements:—Ability to teach Physical Education. 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 Brian Wightman, Department of Education, phone (03) 6354 2290, email brian.wightman@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.

EDUCATION

LEARNING SERVICES

Learning Services (North)

Youngtown Primary School

Clerk (950871).

Applications Close:—Friday, 14 November 2008.

Salary:—\$34,648–\$37,378 pro rata.

Administrative and Clerical Employees Award, Level 2.

Permanent part-time 40.4 hours per fortnight up to 42 weeks per year.

Location:—Youngtown 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 Wendy Dalton, Department of Education, phone (03) 6344 6235, email wendy.dalton@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-West)

Acton School

Advanced Skills Teacher (963898).

Applications Close:—Friday, 14 November 2008.

Salary:—\$77,046 pro rata.

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

Fixed-Term part-time 35 hours per fortnight from 9 February 2009 to 17 December 2010.

Location:—Acton School.

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

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.

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 Kay Foster, Department of Education, phone (03) 6431 4095, email kay.foster@education.tas.gov.au.

Applications to 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.

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

East Devonport Primary School

Assistant Principal (963773).

Applications Close:—Friday, 14 November 2008.

Salary:—\$86,228 pro rata.

Teaching Service (TPS) Award, Assistant Principal, Band 3 Level 3.

Fixed-Term part-time 35 hours per fortnight from 9 February 2009 to 17 December 2010.

Location:—East Devonport Primary School.

Description of the Role:—To assist the Principal in the general educational leadership, management and administration of a 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 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.

Desirable Requirements:—Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

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 David Templeton, Department of Education, phone (03) 6427 8932, email david.templeton@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.

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Nixon Street Primary School

Assistant Principal (963863).

Applications Close:—Friday, 14 November 2008.

Salary:—\$86,228 pro rata.

Teaching Service (TPS) Award, Assistant Principal, Band 3 Level 3.

Fixed-Term part-time 35 hours per fortnight from 9 February 2009 to 17 December 2010.

Location:—Nixon Street Primary School.

Description of the Role:—To assist the Principal in the general educational leadership, management and administration of a 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 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.

Desirable Requirements:—Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

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 Jodee Wilson, Department of Education, phone (03) 6424 7733, email jodee.wilson@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.

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Reece High School

Advanced Skills Teacher (201268).

Applications Close:—Friday, 14 November 2008.

Salary:—\$77,046 per annum.

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

Permanent full-time from 9 February 2009.

Location:—Reece High School.

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

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 Anne Stewart, Department of Education, phone (03) 6420 8100, email anne.m.stewart@education.tas.gov.au.

Applications to 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.

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Sheffield School

Clerk (963820).

Applications Close:—Friday, 14 November 2008.

Salary:—\$34,648–\$37,378 pro rata.

Administrative and Clerical Employees Award, Level 2.

Permanent part-time 29.4 hours per fortnight up to 42 weeks per year.

Location:—Sheffield 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 Charmaine Butcher, Department of Education, phone (03) 6491 1302, email charmaine.butcher@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-West)

Smithton Primary School

Assistant Principal (963760).

Applications Close:—Friday, 14 November 2008.

Salary:—\$86,228 pro rata.

Teaching Service (TPS) Award, Assistant Principal, Band 3 Level 3.

Fixed-Term part-time 35 hours per fortnight from 9 February 2009 to 17 December 2010.

Location:—Smithton Primary School.

Description of the Role:—To assist the Principal in the general educational leadership, management and administration of a 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.

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 Jim Dineen, Department of Education, phone (03) 6452 1955, email jim.dineen@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.

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Table Cape Primary School

Assistant Principal (963758).

Applications Close:—Friday, 14 November 2008.

Salary:—\$86,228 pro rata.

Teaching Service (TPS) Award, Assistant Principal, Band 3 Level 3.

Fixed-Term part-time 35 hours per fortnight from 9 February 2009 to 17 December 2010.

Location:—Table Cape Primary School.

Description of the Role:—To assist the Principal in the general educational leadership, management and administration of a 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 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.

Desirable Requirements:—Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

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 John Heron, Department of Education, phone (03) 6442 2838, email john.c.heron@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.

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

West Ulverstone Primary School

Advanced Skills Teacher (963897).

Applications Close:—Friday, 14 November 2008.

Salary:—\$77,046 pro rata.

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

Fixed-Term part-time 35 hours per fortnight from 9 February 2009 to 17 December 2010.

Location:—West Ulverstone Primary School.

Description of the Role:—To implement and manage appropriate learning programmes for students and to assess individual student progress. To assist the Principal in the general educational leadership, management and administration of a particular sector of a 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 Lynette Grundy, Department of Education, phone (03) 6425 2195, email lynette.grundy@education.tas.gov.au.

Applications to 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.

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Wynyard High School

Advanced Skills Teacher—2 Vacancies.

Applications Close:—Friday, 14 November 2008.

Salary:—\$77,046 per annum.

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

Vacancy No. 200602,

Permanent full-time from 9 February 2009.

Location:—Wynyard High School.

Vacancy No. 963799,

Permanent full-time from 9 February 2009.

Location:—Wynyard High School.

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

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 David Raw, Department of Education, phone (03) 6442 2385, email david.raw@education.tas.gov.au.

Applications to 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.

EDUCATION

LEARNING SERVICES

Learning Services (South)

Speech and Language Pathologists—2 Vacancies.

Applications Close:—Friday, 14 November 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. 963587,

Fixed-Term full-time From as soon as possible to 21 December 2009.

Location:—Learning Services (South).

Vacancy No. 306479,

Fixed-Term full-time From as soon as possible to 21 December 2009.

Location:—Learning Services (South).

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 Linda Williams, Department of Education, phone (03) 6212 3214, email linda.williams@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)

Campbell Street Primary School

Principal (204118).

Applications Close:—Friday, 14 November 2008.

Salary:—\$92,640 per annum.

Teaching Service (TPS) Award, Band 3 Level 4.

Permanent full-time from term 1 2009.

Location:—Campbell Street Primary School.

Description of the Role:—To lead and direct the educational programme and administration of a school/college in accordance with appropriate Acts, Regulations and guidelines.

Essential Requirements:—Teaching qualifications as established by the Tasmanian Industrial Commission in the Teaching Service (Tasmanian Public Sector) Award, 2005. Current certificate of registration; or provisional registration in accordance with the provisions of the Teachers Registration Act 2000. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. 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.

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 Judy Travers, Department of Education, phone (03) 6212 3238, email judy.travers@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.

EDUCATION

LEARNING SERVICES

Learning Services (South)

Huonville High School

School Office Clerk (953165).

Applications Close:—Friday, 14 November 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time From 1 January 2009.

Location:—Huonville High School.

Description of the Role:—To provide general clerical and administrative support in the school/college office, including client service, maintenance of the School Administration and Accounting System database, records management, word processing and other 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 Alison Grant, Department of Education, phone 0437 562 308, email alison.grant@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)

Mount Stuart Primary School

Advanced Skills Teacher (204361).

Applications Close:—Friday, 14 November 2008.

Salary:—\$77,046 per annum.

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

Permanent full-time from 10 February 2009.

Location:—Mount Stuart Primary School.

Description of the Role:—To implement and manage appropriate learning programmes for students and to assess individual student progress. To assist the Principal in the general educational leadership, management and administration of a particular sector of a 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 Penny Fried, Department of Education, phone (03) 6234 1705, email penelope.fried@education.tas.gov.au.

Applications to 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.

EDUCATION

LEARNING SERVICES

Learning Services (South-East)

Glenora District High School

Advanced Skills Teacher, Primary (203042).

Applications Close:—Friday, 14 November 2008.

Salary:—\$77,046 per annum.

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

Permanent full-time from 10 February 2009.

Location:—Glenora District High School.

Description of the Role:—To implement and manage appropriate learning programmes for students and to assess individual student progress. To assist the Principal in the general educational leadership, management and administration of a particular sector of a 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 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:—Ability to teach Primary. 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 Sonya Plunkett-Smith, Department of Education, phone (03) 6286 1301, email sonya.plunkett-smith@education.tas.gov.au.

Applications to 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.

EDUCATION

LEARNING SERVICES

Learning Services (South-East)

Green Point Primary School

Advanced Skills Teacher (202885).

Applications Close:—Friday, 14 November 2008.

Salary:—\$77,046 per annum.

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

Permanent full-time from 10 February 2009.

Location:—Green Point Primary School.

Description of the Role:—To implement and manage appropriate learning programmes for students and to assess individual student progress. To assist the Principal in the general educational leadership, management and administration of a particular sector of a 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 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:—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 Sue Richardson, Department of Education, phone (03) 6263 7688, email susan.richardson@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.

EDUCATION

LEARNING SERVICES

Learning Services (South-East)

Green Point Primary School

Assistant Principal (963772).

Applications Close:—Friday, 14 November 2008.

Salary:—\$86,228 pro rata.

Teaching Service (TPS) Award, Assistant Principal, Band 3 Level 3.

Fixed-Term part-time 35 hours per fortnight from 10 February 2009 to 17 December 2010.

Location:—Green Point Primary School.

Description of the Role:—To assist the Principal in the general educational leadership, management and administration of a 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 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:—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 Sue Richardson, Department of Education, phone (03) 6263 7688, email susan.richardson@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.

EDUCATION

LEARNING SERVICES

Learning Services (South-East)

Lauderdale Primary School

Canteen Supervisor (961885).

Applications Close:—Friday, 14 November 2008.

Salary:—\$34,648 pro rata.

Operational Employees Award, Level 3.

Permanent part-time 19 hours per fortnight up to 42 weeks per year.

Location:—Lauderdale Primary School.

Description of the Role:—Supervise, maintain and deliver the school canteen services.

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 Mike Woods, Department of Education, phone (03) 6248 6270, email lauderdale.primary@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)

New Norfolk High School

Advanced Skills Teacher, Middle School (953183).

Applications Close:—Friday, 14 November 2008.

Salary:—\$77,046 per annum.

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

Permanent full-time from 10 February 2009.

Location:—New Norfolk High School.

Description of the Role:—To implement and manage appropriate learning programmes for students and to assess individual student progress. To assist the Principal in the general educational leadership, management and administration of a particular sector of a 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 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:—Ability to teach Middle School. 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 Malcolm Elliott, Department of Education, phone (03) 6261 7800, email malcolm.elliott@education.tas.gov.au.

Applications to 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.

EDUCATION

LEARNING SERVICES

Learning Services (South-East)

Programmes, Curriculum

Curriculum Project Officer English, Literacy (595292).

Applications Close:—Friday, 14 November 2008.

Salary:—\$92,640 per annum.

Teaching Service (TPS) Award, Band 3 Level 4.

Fixed-Term full-time from 1 January 2009 to 31 December 2010.

Location:—to be negotiated.

Description of the Role:—To provide high quality curriculum development, implementation and support in the English-literacy area by working with the Supervisor, schools and teachers.

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 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:—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 Irene Gray, Department of Education, phone (03) 6212 3110, email irene.gray@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 (South-East)

Programmes, Curriculum

Curriculum Project Officer Information and Communication Technologies (ICT) (106347).

Applications Close:—Friday, 14 November 2008.

Salary:—\$92,640 per annum.

Teaching Service (TPS) Award, Band 3 Level 4.

Fixed-Term full-time from 1 January 2009 to 31 December 2010.

Location:—to be negotiated.

Description of the Role:—To provide high quality curriculum development, implementation and support in the Information and Communication Technologies (ICT) area by working with the Supervisor, schools and teachers.

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 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:—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 Irene Gray, Department of Education, phone (03) 6212 3110, email irene.gray@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 (South-East)

Rose Bay High School

Advanced Skills Teacher—2 Vacancies.

Applications Close:—Friday, 14 November 2008.

Salary:—\$77,046 per annum.

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

Vacancy No. 963291,

Permanent full-time from 10 February 2009.

Location:—Rose Bay High School.

Vacancy No. 981279,

Permanent full-time from 10 February 2009.

Location:—Rose Bay High School.

Note:—To provide leadership within the school's curriculum and to take responsibility for designated aspects of the school's supportive school environment programmes.

Description of the Role:—To implement and manage appropriate learning programmes for students and to assess individual student progress. To assist the Principal in the general educational leadership, management and administration of a particular sector of a 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 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:—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 Stephen Mannering, Department of Education, phone (03) 6243 8511, email stephen.mannering@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.

EDUCATION

LEARNING SERVICES

Learning Services (South-East).

Rose Bay High School.

Clerk (954552).

Applications Close:—Friday, 14 November 2008.

Salary:—\$34,648–\$37,378 pro rata.

Administrative and Clerical Employees Award, Level 2.

Permanent part-time 44.1 hours per fortnight up to 42 weeks per year.

Location:—Rose Bay High 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 Annette Pearson, Department of Education, phone (03) 6243 8511, email annette.pearson@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 (South-East)

Warrane Primary School

Assistant Principal (963784).

Applications Close:—Friday, 14 November 2008.

Salary:—\$86,228 per annum.

Teaching Service (TPS) Award, Assistant Principal, Band 3 Level 3.

Fixed-Term full-time from 10 February 2009 to 17 December 2010.

Location:—Warrane Primary School.

Description of the Role:—To assist the Principal in the general educational leadership, management and administration of a 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 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:—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 David Newlands, Department of Education, phone (03) 6244 1747, email david.newlands@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.

EDUCATION

LEARNING SERVICES

Learning Services (South-East)

Westerway Primary School

School Attendant (Cleaner/Grounds) (953324).

Applications Close:—Friday, 14 November 2008.

Salary:—\$33,637 pro rata.

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

Permanent part-time 55 hours per fortnight 52 weeks per year.

Location:—Westerway Primary School.

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

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for crimes of violence, sex related offences, 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 Victoria Onslow, Department of Education, phone (03) 6288 1110, email victoria.onslow@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)

Westerway Primary School

School Executive Officer (953651).

Applications Close:—Friday, 14 November 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time From 27 January 2009 for 42 weeks per year.

Location:—Westerway Primary School.

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

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for crimes of violence, sex related offences, 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 Victoria Onslow, Department of Education, phone (03) 6288 1110, email victoria.onslow@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.

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

PARKS AND WILDLIFE SERVICE

Operations and Performance

Southern Region

Regional Administration Officer (706171).

Applications Close:—Friday, 14 November 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Permanent full-time.

Location:—Glenorchy.

Applicants seeking part-time employment of at least 8 of the full-time equivalent hours are also welcome to apply.

Duties:—Co-ordinate and manage regional administrative support to ensure timely and effective co-ordination of budget, staffing, purchasing, records, information, reporting and related administrative activities in support of regional operational requirements.

Desirable Requirements:—Proven experience in working in a complex office environment with a demonstrated ability to efficiently co-ordinate, plan and organise a substantial administrative workload.

Enquiries to Ashley Rushton, Regional Manager South, for more information about the vacancy, phone (03) 6233 9546 or email Ashley.Rushton@park.tas.gov.au. For a copy of the Statement of Duties, contact Bradley Griggs, phone (03) 6233 8532 or email Bradley.Griggs@parks.tas.gov.au.

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

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

PARKS AND WILDLIFE SERVICE

Strategy and Sustainable Use

Education and Interpretation

Discovery Rangers (Generic).

Applications Close:—Friday, 14 November 2008.

Salary:—\$34,648–\$35,933 per annum.

Parks and Wildlife Service Agreement 1996, Level 1.

Fixed-Term part-time until 30 November 2009.

Location:—Statewide.

Several part-time vacancies are available within the North, North West and Southern regions of the state, with hours of work ranging up to a minimum of 0.15 of the full-time equivalent of hours. Pro-rata salary is based on the above full-time rates.

Duties:—To provide interpretive and educational services to Park visitors, within schools and community settings.

Essential Requirements:—A current motor vehicle driver's licence. Workplace Level 2 First Aid Certificate or equivalent. 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 related offences, crimes involving dishonesty, serious traffic offences. Identification Check. Disciplinary action in previous employment check.

Desirable Requirements:—Ability and/or experience in the development and conducting of interpretive or educational activities and public presentations, a current Medium Rigid motor vehicle driver's licence, along with an ancillary certificate to drive public passengers.

Enquiries to Jennifer Fry, Interpretation and Education Officer, for more information about the vacancy or for a copy of the Statement of Duties, phone (03) 6233 3097, email Jen.Fry@parks.tas.gov.au.

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

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

PARKS AND WILDLIFE SERVICE

Business Services

Visitor Services

Visitor Reception Officer, Overland Track (705445).

Applications Close:—Friday, 14 November 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—Hobart.

Duties:—Ensure the effective and efficient administration of the Overland Track on-line booking system. Assist visitor reception officers based in the major Parks and Wildlife Service Visitor's Centres with information training and administrative functions pertaining to the booking system.

Desirable Requirements:—Experience and/or understanding of the administration of reservation systems and in the effective delivery of visitor information.

Enquiries to Keith Vanderstaay, Project Officer, PWS Business Enterprises, for more information about the vacancy or for a copy of the Statement of Duties, phone (03) 6233 2995, email Keith.Vanderstaay@parks.tas.gov.au.

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

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS.

TASMANIAN MUSEUM AND ART GALLERY

Public Programmes and Operations

Operations

Exhibitions/Display Officer (706292).

Applications Close:—Friday, 14 November 2008.

Salary:—\$38,927–\$45,854 per annum.

Technical Employees Award, Level 2.

Permanent part-time 0.2 FTE.

Location:—Hobart.

Salary:—Pro-rata salary is based on the above full-time rates.

Duties:—To co-ordinate the logistical aspects of installation and de-installation of the Tasmanian Museum and Art Gallery's (TMAG) exhibitions and displays; facilitate the general upkeep and maintenance of the exhibition galleries; assist in the preparation of exhibition material; and liaise with staff and contractors associated with the delivery and take-up of exhibitions.

Essential Requirements:—An Advanced Diploma from a recognised TAFE institution, or an equivalent qualification, appropriate to the nature of the work and relevant experience appropriate to the role. 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 related offences, crimes involving dishonesty. Identification Check. Disciplinary action in previous employment check.

Desirable Requirements:—Experience in exhibition logistics in a museum or similar organisation would be an advantage.

Enquiries to Carole Hammond, Exhibition and Display Co-ordinator, for more information about the vacancy or for a copy of the Statement of Duties, phone (03) 6211 4190, email Carole.Hammond@tmag.tas.gov.au.

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

HEALTH AND HUMAN SERVICES

BUSINESS SERVICES NETWORK

Financial Services

Finance Operations

Finance Operations Central

Finance Services Officer Accts Payable (500635).

Applications Close:—Friday, 14 November 2008.

Salary:—\$38,464–\$41,681 per annum.

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

Fixed-Term full-time day work from as soon as possible until 30 June 2009.

Location:—Hobart.

Duties:—The Finance Services Officer is required to undertake administrative, transactional and reconciliation processes for the Department in accordance with relevant service standards, legislation and Departmental policies and procedures.

Desirable Requirements:—An operational knowledge, or ability to acquire that knowledge, of financial instructions, legislation and accounting policies and procedures. Demonstrated ability to undertake a wide-range of financial and clerical duties with a stakeholder focus to a high degree of accuracy, including an ability to prioritise work and meet deadlines. Well developed interpersonal, communication, negotiation and conflict resolution skills including the ability to communicate with a diverse range of clients, staff and business organisations.

Enquiries to Chris Honner, Department of Health and Human Services, phone (03) 6233 4085, email chris.honner@dhhs.tas.gov.au.

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

HEALTH AND HUMAN SERVICES

BUSINESS SERVICES NETWORK

Human Resources

Pay/Personnel

Pay/Personnel – North/North West

Senior Pay/Personnel Officer (516259).

Applications Close:—Friday, 14 November 2008.

Salary:—\$48,862–\$50,671 per annum.

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

Permanent full-time day work.

Location:—Burnie.

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

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

Enquiries to Kerry Johnson, Department of Health and Human Services, phone (03) 64 407002, email kerry.johnson@dhhs.tas.gov.au.

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

HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Primary Health

North

Administrative Assistant (Casual) (507238).

Applications Close:—Friday, 14 November 2008.

Salary:—\$38,464–\$41,681 pro rata.

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

Fixed-Term casual day work working as and when required for a period of 2 years.

Location:—St Helens.

Duties:—The provision of efficient and effective administrative and clerical support to the St. Helens District Hospital and Community Health Service.

Desirable Requirements:—Knowledge and experience in office management procedures and the ability to undertake routine administrative and clerical functions. Effective interpersonal and communication skills, with an ability to work productively with other team members and members of the general public. Good knowledge and understanding of office management software, including email, database, and networking applications.

Enquiries to Miriam Deacon, Department of Health and Human Services, phone (03) 6376 5222, email miriam.deacon@dhhs.tas.gov.au.

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Clinical Performance and Emergency Management

Emergency Management Advisory Officer (516149).

Applications Close:—Friday, 14 November 2008.

Salary:—\$63,340–\$66,962 per annum.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—Assist with development of systems, processes and the implementation of projects and initiatives within DHHS that contribute to development and enhancement of emergency management capability. Under guidance, develop emergency management policy and plans that support Agency level emergency management outcomes. Assist with the planning and co-ordination of DHHS emergency management training requirements including the design, conduct and validation of exercises.

Highly Desirable Requirements:—Relevant tertiary qualifications and evidence of professional development within the emergency management sector. Current drivers licence.

Enquiries to Steve Smith, Department of Health and Human Services, phone (03) 6233 3115, email steve.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

Health and Well Being Services

Oral Health Services Tasmania Statewide

Training and Support Officer (518381).

Applications Close:—Friday, 21 November 2008.

Salary:—\$43,431–\$47,038 per annum.

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

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

Location:—Oral Health Services, New Town, with Statewide responsibilities.

Duties:—Working from an established training package, the Training and Support Officer will provide training to new staff, and training updates to existing staff, in the use of the Titanium Client Information Management System and associated business processes. The Training and Support Officer will also provide first point of contact support to staff in the use of Titanium, related business process, and technology issues.

Desirable Requirements:—Experience in the use of Titanium or other client information management systems. Understanding of the Oral Health Services Tasmania business processes supported by the Titanium Client Information Management System, or the capacity to acquire such knowledge. High level written and oral communication skills with the ability to effectively work with people from a range of clinical and administrative backgrounds to deliver training and provide support.

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

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

You are encouraged to apply online (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 Educator, Infection Control (518300).

Applications Close:—Friday, 14 November 2008.

Salary:—\$69,869–\$74,792 per annum.

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

Permanent full-time day worker.

Location:—Nursing Services, Infection Control.

Duties:—The role of the Clinical Nurse Educator is to support the existing Infection Control Teams in the North and North West in acute, sub-acute and community based DHHS services, to facilitate the development and implementation of education and training programmes in conjunction with Tasmanian Infection Prevention and Control Unit (TIPCU). To identify the learning and support requirements of the various acute, sub-acute and community based clinical settings in the North, North West and with the support of TIPCU incorporate these into the National and Statewide initiatives/direction framework.

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 for: crimes of violence, sex related offences, serious drug related offences, crimes involving dishonesty. Identification Check. Disciplinary action in previous employment check.

Enquiries to Helen Bryan, Department of Health and Human Services, phone (03) 6348 7005, email helen.bryan@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: 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

Food Services Assistant (503470).

Applications Close:—Friday, 14 November 2008.

Salary:—\$32,898–\$33,620 pro rata.

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

Fixed-Term part-time shift worker, working 28 hours per fortnight. To commence 2nd December 2008 until 2nd December 2009.

Location:—Corporate, Food Services.

Duties:—To provide a high standard of meal service to patients, and optimum levels of hygiene throughout the Food Services Department.

Desirable Requirements:—Ability to acquire an understanding of in-patient meal delivery including cook-chill. Ability to acquire knowledge of the range of menus and basic restrictions associated with styles of meals and diets. A practical understanding of workplace safety and personal cleanliness and hygiene and how it relates to the delivery of food services.

Enquiries to Ellen Kindred, Department of Health and Human Services, phone (03) 63487526, email 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

Mersey Community Hospital

Cook (514510).

Applications Close:—Friday, 14 November 2008.

Salary:—\$38,464 pro rata.

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

Permanent part-time shift worker, working 56 hours per fortnight.

Location:—Hotel Services, Food Services.

Duties:—To prepare and produce all food and nutritional requirements for patients and staff at the Mersey Community Hospital, delivered meal recipients and satellite divisions.

Desirable Requirements:—Capable of following production sheets, recipes and cook fresh procedures. Previous experience in cooking operations together with relevant trade qualifications in cookery. Ability

to maintain and understand the importance of a high standard of personal cleanliness, hygiene and punctuality. Demonstrated ability to be adaptable to change in the work environment.

Enquiries to Nanette Singline, Department of Health and Human Services, phone (03) 6426 5214, email nanette.singline@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

Cook (514508).

Applications Close:—Friday, 14 November 2008.

Salary:—\$38,464 per annum.

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

Permanent full-time shift worker.

Location:—Hotel Services, Food Services.

Duties:—To prepare and produce all food and nutritional requirements for patients and staff at the Mersey Community Hospital, delivered meal recipients and satellite divisions.

Desirable Requirements:—Capable of following production sheets, recipes and cook fresh procedures. Previous experience in cooking operations together with relevant trade qualifications in cookery. Ability to maintain and understand the importance of a high standard of personal cleanliness, hygiene and punctuality. Demonstrated ability to be adaptable to change in the work environment.

Enquiries to Nanette Singline, Department of Health and Human Services, phone (03) 6426 5214, email nanette.singline@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

Hotel Services Manager (516407).

Applications Close:—Friday, 14 November 2008.

Salary:—\$63,340–\$66,962 per annum.

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

Permanent full-time day worker.

Location:—Hotel Services, Food Services.

Duties:—To manage the operational delivery of hotel services (food services, domestic, linen services, waste management) in an efficient, effective and economic manner. To establish and maintain co-operative

relationships with NWRH cost centre managers and senior Hospital staff to ensure the provision of effective, high quality services to patients, staff and general public. To collaborate with Health Services Food Service managers statewide to ensure best business outcomes in all relevant areas of activity.

Desirable Requirements:—Demonstrated extensive knowledge and proven experience in hotel services Management within a hospital environment, including management of staff and resources. Demonstrated ability and experience in the use of information systems, analysis of statistical data and preparation of reports in a technological environment. A sound knowledge and understanding of the Workplace Health and Safety Act (1995) and occupational health and safety policies and procedures, together with the ability to implement policies and procedures which promotes a safe working environment.

Enquiries to Andrew Groves, Department of Health and Human Services, phone (03) 6426 5463, email andrew.groves@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

House Services Assistant (514459).

Applications Close:—Friday, 14 November 2008.

Salary:—\$32,898–\$33,620 per annum.

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

Permanent full-time shift worker.

Location:—Hotel Services, Domestic Services.

Duties:—To provide an efficient, safe cleaning service in the wards, offices and residences of the hospital complex. To provide infection control cleaning to a level that will minimise spread of infection in the hospital.

Desirable Requirements:—The ability to use and control various items of industrial cleaning equipment, safely and efficiently. A working knowledge in the use of cleaning chemicals or the ability to acquire same. An awareness of universal precautions and all infection control policies, protocols and procedures relating to cleaning, or the ability to acquire it.

Enquiries to Nanette Singline, Department of Health and Human Services, phone (03) 64265214, email nanette.singline@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***House Services Assistant (514469).**

Applications Close:—Friday, 14 November 2008.

Salary:—\$32,898–\$33,620 pro rata.

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

Fixed-Term casual shift worker, working as and when required. To commence as soon as possible until 17 October 2009.

Location:—Hotel Services, Domestic Services.

Duties:—To provide an efficient, safe cleaning service in the wards, offices and residences of the hospital complex. To provide infection control cleaning to a level that will minimise spread of infection in the hospital.

Desirable Requirements:—The ability to use and control various items of industrial cleaning equipment, safely and efficiently. A working knowledge in the use of cleaning chemicals or the ability to acquire same. An awareness of universal precautions and all infection control policies, protocols and procedures relating to cleaning, or the ability to acquire it.

Enquiries to Nanette Singline, Department of Health and Human Services, phone (03) 6426 5214, email nanette.singline@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***Senior Pharmacist (515013).**

Applications Close:—Friday, 28 November 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 worker.

Location:—Allied Health, Pharmacy.

Duties:—Responsible to the Senior Supervisory Pharmacist for the provision of inpatient and outpatient pharmacy services including clinical and educational functions, ensuring compliance with legal requirements, professional ethics, departmental and hospital policies.

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 a) Crimes of violence; Sex related offences; Serious drug offences; and Crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to Lorraine Smith, Department of Health and Human Services, phone (03) 64265638, mobile 0417365625, email lorraine.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

*North West Regional Hospital***Enrolled Nurse (502097).**

Applications Close:—Friday, 14 November 2008.

Salary:—\$44,751–\$46,469 pro rata.

Nurses (TPS) Award, Enrolled Nurse Level 2.

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

Location:—Nursing Services - Medical Ward/Palliative Care.

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

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

Enquiries to Penny Bligh, Department of Health and Human Services, phone (03) 6430 6568, email penny.bligh@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

*North West Regional Hospital***Manager Facilities and Engineering (502036).**

Applications Close:—Friday, 14 November 2008.

Salary:—\$63,340–\$66,962 per annum.

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

Permanent full-time day worker.

Location:—Corporate Services - Physical Resources/Environmental Services.

Duties:—Provide input and consultative support and advice to the Director of Corporate and Support Services on issues relating to the strategic planning, organisation and management of physical facilities within the North West Regional Hospital. Co-ordinate the effective management of specific engineering contracts, projects planning, project supervision and asset management. Supervise staff within the Engineering and Facilities Management Service.

Desirable Requirements:—Extensive knowledge and experience of engineering and building services in a healthcare environment. The ability to hold an electrical contractors license. Sound knowledge and understanding of Australian Standards, Building Codes and Statutory Regulations, with experience in managing health care facilities considered desirable. Well developed project

management skills, together with demonstrated experience in co-ordinating works projects, such as large-scale redevelopments.

Enquiries to Simon Foster, Department of Health and Human Services, phone (03) 6430 6969, email simon.foster@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

North West Regional Hospital

Registered Nurse (502248).

Applications Close:—Friday, 14 November 2008.

Salary:—\$43,859–\$59,950 pro rata.

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

Permanent part-time shift worker, working 56 hours per fortnight.

Location:—Nursing Services - Surgical West.

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

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

Enquiries to Chris Fisher, Department of Health and Human Services, phone (03) 6430 6553, email christine.fisher@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

Palliative Care

Enrolled Nurse (505896a).

Applications Close:—Friday, 21 November 2008.

Salary:—\$44,751–\$46,469 pro rata.

Nurses (TPS) Award, Enrolled Nurse Level 2.

Fixed-Term casual shift work (fully rotational), hours (as and when required), commencing as soon as possible for a period of two years.

Location:—Repatriation Centre, Hobart.

Duties:—In accordance with primary health care principles, Agency policies and legal requirements, ANCI competencies, the Enrolled nurse provides direct and

indirect nursing care to palliative care clients and their families or significant others, 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. 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 related offences, crimes involving dishonesty. Identification Check. Disciplinary action in previous employment check.

Enquiries to Sheila Campbell, Department of Health and Human Services, phone (03) 6220 2400, email sheila.campbell@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 North

Registered Nurse (506173).

Applications Close:—Friday, 14 November 2008.

Salary:—\$43,859–\$59,950 pro rata.

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

Permanent part-time shiftwork, 48 hours per fortnight.

Location:—Beaconsfield District Health Service.

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

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

Enquiries to Helen McLean, Department of Health and Human Services, phone (03) 6383 1104, email helen.mclean@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

HEALTH SERVICES

Primary Health Services

Primary Health South

Home Help (507054).

Applications Close:—Friday, 21 November 2008.

Salary:—\$34,059–\$34,606 pro rata.

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

Fixed-Term casual day work, working as and when required commencing as soon as possible for a period of 2 years.

Location:—Glamorgan Spring Bay Municipality extending north to the Bicheno area.

Within a Primary Health Care framework Home Help staff will function effectively as a member of a health care team concerned with the care of the individual and family unit within the community.

Desirable Requirements:—Demonstrated knowledge of and experience in performing domestic duties for the aged or disabled within their own home. Understanding of confidentiality and rights of clients. Ability to establish and maintain effective written and verbal communication, with clients and Community Health team members and the ability to work harmoniously as a member of a team.

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

Enquiries to Sue Khan, Department of Health and Human Services, phone (03) 6257 3356, email sue.khan@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

Home Help Worker (507111).

Applications Close:—Friday, 21 November 2008.

Salary:—\$34,059–\$34,606 per annum.

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

Permanent part-time day work, working 3.8 hours per fortnight.

Location:—Glamorgan Spring Bay Municipality.

Duties:—Within a Primary Health Care framework Home Help staff will function effectively as a member of a

health care team concerned with the care of the individual and family unit within the community.

Desirable Requirements:—Demonstrated knowledge of and experience in performing domestic duties for the aged or disabled within their own home. Understanding of confidentiality and rights of clients. Ability to establish and maintain effective written and verbal communication, with clients and Community Health team members and the ability to work harmoniously as a member of a team.

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

Enquiries to Sue Khan, Department of Health and Human Services, phone (03) 6257 3356, email sue.khan@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

*Royal Hobart Hospital***Clinical Nurse (Preceptor Education) (513383).**

Applications Close:—Friday, 14 November 2008.

Salary:—\$60,828–\$65,071 per annum.

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

Permanent full-time day work (Applicants seeking part-time hours are encouraged to apply).

Location:—Hobart.

Duties:—The Clinical Nurse (Preceptor Education) will be responsible for; providing the education and preceptor support in the clinical setting for a range of health care students. providing 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 Robert Thornton, Department of Health and Human Services, phone (03) 6222 7987, mobile 0419 765 166, email robert.thornton@dhhs.tas.gov.au.

You are encouraged to apply online at www.jobs.tas.gov.au or forward your hard copy application quoting the vacancy number to: 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 - Patient Care Facilitator GEMITCU (518265).***

Applications Close:—Friday, 14 November 2008.

Salary:—\$60,828–\$65,071 per annum.

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

Fixed-Term full-time day worker, commencing as soon as possible for a period of 12 months.

Location:—Hobart.

Duties:—In association with other members of the GEM/TCU Multi Disciplinary Team (MD Team), assist in ensuring integration of care planning between the acute and sub/non acute sector of the Royal Hobart Hospital and the community. Undertake assessments for both Residential Aged Care and the Transition Care Programme, identifying early discharge issues to enable the early implementation of discharge planning processes. Act as a resource for clinical staff in relation to patient care pathways. Undertake specific programme activities for GEM/TCU to ensure quality and safe clinical care processes of elderly patients, under broad direction of the Clinical Nurse Consultant.

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

Enquiries to Jenny Batt, Department of Health and Human Services, phone (03) 6222 7179, email jennifer.batt@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 Consultant GEMITCU (516114).***

Applications Close:—Friday, 14 November 2008.

Salary:—\$69,869–\$74,792 per annum.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—The Clinical Nurse Consultant (CNC) provides clinical leadership and management in a multi-disciplinary team within the service, ensuring the delivery of high quality patient care. In conjunction with the Rehabilitation and Aged Care Educator, identify the clinical educational needs of staff within the GEM/TCU wards, providing direction and assistance in enabling knowledge and skills to be developed and enhanced. In conjunction with the Nurse Unit Manager (NUM) develop and promote the efficient and effective provision of care based on best

practice clinical and organisational principles. Support and promote an environment that fosters teaching, quality improvement and research activities within the service.

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

Enquiries to Jenny Batt, Department of Health and Human Services, phone (03) 6222 7179, email jennifer.batt@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 Psychologist (Neuropsychology Stream) (518366).***

Applications Close:—Friday, 14 November 2008.

Salary:—\$69,974–\$80,262 per annum.

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

Permanent part-time day work (38 hours per fortnight).

Location:—Hobart.

Duties:—Provide a psychology assessment service to the neonatal intensive care unit (NICU) tracking cognitive and similar development in infants born premature. Undertake other work within the broader neuropsychology stream including assessment with adults and geriatrics.

Essential Requirements:—Eligible for registration as a psychologist in Tasmania and a Masters degree in Clinical Psychology or equivalent as deemed by the Psychologist Registration Board, or a four year degree in Psychology with two years supervised clinical experience. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check in the following areas: crimes of violence; sex related offences; serious drug offences; crimes involving dishonesty; and serious traffic offences. Identification check. Disciplinary action in previous employment check.

Enquiries to Toby Croft, Department of Health and Human Services, phone (03) 6222 7840, email toby.croft@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***Extended Care Assistant - TCU (515268).**

Applications Close:—Friday, 14 November 2008.

Salary:—\$36,936–\$37,478 per annum.

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

Permanent full-time shift work.

Location:—Transition Care Unit.

Duties:—In consultation with the Registered Nurse, provide clients of the Transition Care Unit with a range of activities and diversional therapies to assist them with daily living and assist patients with personal care needs, as directed by nursing 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 in the following areas: crimes of violence; sex related offences; serious drug offences; crimes involving dishonesty; and serious traffic offences. Identification check. Disciplinary action in previous employment check.

Enquiries to Kerry Spencer, Department of Health and Human Services, phone (03) 6222 7154, email kerry.spencer@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***Pharmacy Graduate Trainee (518399).**

Applications Close:—Friday, 14 November 2008.

Salary:—\$45,535–\$73,058 per annum.

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

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

Location:—Hobart.

Duties:—Assist in the provision of a comprehensive range of pharmacy services for the Royal Hobart Hospital while undertaking a structured pre-registration training programme such as the Pharmacy Boards Graduate Accreditation Programme.

Essential Requirements:—Satisfactory completion of a 4-year degree in Pharmacy from a recognised tertiary institution acceptable to 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; crimes involving dishonesty; and serious traffic offences. Identification

check. 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 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***Professional Specialist Pharmacist JJAP (518401).**

Applications Close:—Friday, 14 November 2008.

Salary:—\$80,262–\$88,771 pro rata.

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

Fixed-Term part-time day work, 7.6 hours per fortnight, commencing as soon as possible for two years.

Location:—Royal Hobart Hospital.

Duties:—Provide expert advice on the manufacture of venom for use in Jack Jumper Venom Desensitisation therapy to actively co-ordinate and participate in research into Jack Jumper Ant Venom allergy and to advise other staff members regarding the manufacture of Jack Jumper Venom so that it is suitable to be sold to other centres in Australia.

Essential Requirements:—Entitled to be granted registration by the Pharmacy Board of Tasmania.

Enquiries to Jenny Gudden, Department of Health and Human Services, phone (03) 6222 7599, email jenny.gudden@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

Case Worker (516042, 516043, 516044) - 3 Vacancies.

Applications Close:—Friday, 14 November 2008.

Salary:—\$43,431–\$47,038 per annum.

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

Fixed-Term full-time day work commencing 24 November 2008 until 20 November 2009 and Fixed-Term full-time day work commencing 24 November 2008 until 20 November 2009 and Fixed-Term full-time day work commencing 24 November 2008 until 20 November 2009.

Location:—Children and Family Services - North.

Duties:—In a multi skilled team environment provide support to Child Protection Workers in the provision of assessment and case management services to children and young persons and their families.

Desirable Requirements:—Significant experience working with children, young people and families and/

or relevant Certificate level 4 TAFE qualification in welfare, social sciences or community services including an appropriate knowledge and understanding of the welfare and developmental needs of individuals, children and families. Ability to work effectively and efficiently without direct supervision, provide high level support and work as an effective member of a multi skilled team that performs specialist functions. Ability to work within the context of government programme policy and utilise community resources effectively with a good understanding of the operations of Child and Family Services, and with a reasonable knowledge of the operations of the Agency, or the ability to acquire such knowledge.

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 related offences, crimes involving dishonesty. Identification Check. Disciplinary action in previous employment check.

Enquiries to Leonie Watson, Department of Health and Human Services, phone (03) 6336 2376, email leonie.watson@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

Child and Family Health Nurse (501453).

Applications Close:—Friday, 14 November 2008.

Salary:—\$54,463–\$65,071 per annum.

Nurses (TPS) Award, Community FCH Nurse.

Permanent full-time day work (This position has Job Share Option).

Location:—Children and Family Services - South West.

Duties:—Within a Primary Health Care framework and in accordance with the philosophy of the Child Health and Parenting Service, Agency policy and legal requirements, the Child and Family Health Nurse will: provide assessment, care and support to families with young children; undertake all aspects of early identification and early intervention activities; and participate in community development and health promotion activities.

Desirable Requirements:—Minimum of 3 years post basic registration nursing experience and holds a relevant post graduate qualification in Child Health. Comprehensive knowledge of the principles of primary health care and ability to apply these principles in practice. Demonstrated clinical skills appropriate to the area of family and child health nursing.

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 for: Crimes of violence, Sex related offences, serious drug related offences, crimes involving dishonesty. Identification Check. Disciplinary action in previous employment check.

Enquiries to Jean Shaw, Department of Health and Human Services, phone (03) 6230 7884, email jean.shaw@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

Child Protection Worker (Relief) (513231).

Applications Close:—Friday, 14 November 2008.

Salary:—\$45,535–\$73,058 per annum.

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

Fixed-Term casual day work commencing as soon as possible until 19 October 2009.

Location:—Children and Family Services - North West.

Duties:—As a member of Child and Family Services the Child Protection Worker is responsible for the safety and well-being of children and young persons. The Child Protection Worker is responsible for the provision of assessment, advice and referral services, case management services and placements outside the child/young person's home. The role of the Child Protection Worker is to provide professional services in accordance with legislation, practice guidelines, policies and procedures and by applying professional judgment to ensure that services are delivered in the best interest of the child/young person and their family.

Desirable Requirements:—An understanding of the social and developmental needs of individuals, children and families and the ability to apply this in a service delivery context and within statutory responsibility. Well-developed written and verbal communication skills, in particular, strong interpersonal and counselling skills and the ability to present confidently in public. A knowledge of the tasks performed in the work area together with a good knowledge of the operations of the agency and other agencies providing a service relevant to the work area or the ability to acquire such knowledge.

Essential Requirements:—A Bachelor of Social Work or a Diploma of Community Welfare Work or other tertiary qualifications at Diploma or above level which include units of study in case management/casework practice and supervised practical work placements in relevant fields. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for: Crimes of violence, Sex related offences, serious drug related offences, crimes involving dishonesty. Identification Check. 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: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***Health Promotion Officer (513320).**

Applications Close:—Friday, 14 November 2008.

Salary:—\$63,340–\$66,962 per annum.

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

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

Location:—Children and Family Services - Hobart.

Duties:—Within a public health framework, plan, develop, implement and evaluate school and community based programmes statewide for the Tasmanian Gambling Support Programme (GSP). Ensure these programmes are co-ordinated with the GSP's social marketing activities for those at risk with, or adversely affected by, gambling.

Desirable Requirements:—Experience in the development and delivery of social marketing/health promotion programmes, preferably in school and/or community settings. Ability to plan, implement and evaluate community education and health promotion programmes. Demonstrated high-level written and verbal communication and interpersonal skills including collaboration, negotiation and conflict resolution skills.

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 related offences, crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to Gavin Miller, Department of Health and Human Services, phone (03) 6233 4109, email gavin.miller@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

*Children and Family Services***Nurse Unit Manager - South West (500826).**

Applications Close:—Friday, 14 November 2008.

Salary:—\$74,792–\$76,561 per annum.

Nurses (TPS) Award, Nurse Unit Manager.

Permanent full-time day work.

Location:—Children and Family Services - South West.

Duties:—In accordance with Primary Health Care principles, national standards, Agency directions, policies, legal requirements and professional competencies, undertake the delivery of quality client care services, based on best practice and within a collaborative and multidisciplinary framework. To provide effective and efficient management of the Child Health and Parenting Service (CHAPS), including the co-ordination of education and research to ensure provision of quality care based on best practice principles. To provide generic business, clinical management and advice within the interdisciplinary team.

Desirable Requirements:—Hold recognised Child and Family Health nursing and other relevant tertiary qualification. Demonstrated comprehensive knowledge

of and the ability to meet the standards of contemporary Child and Family Health nursing practice. Comprehensive knowledge of legislation relevant to the practice setting, including ANCI competencies, codes of practice, policies and procedures, together with a commitment to Occupational Health and Safety, Equal Employment Opportunity and continuous quality improvement.

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 for: Crimes of violence, Sex related offences, serious drug related offences, crimes involving dishonesty. Identification Check. Disciplinary action in previous employment check.

Enquiries to Jean Shaw, Department of Health and Human Services, phone (03) 6230 77884, email jean.shaw@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

*Disability Services***Occupational Therapist (506005).**

Applications Close:—Friday, 14 November 2008.

Salary:—\$69,974–\$80,262 per annum.

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

Permanent part-time day work.

Location:—Disability Services, North.

Duties:—Provide specialist habilitation services to people with disabilities in a range of settings within a transdisciplinary model. Provide and co-ordinate specialist educational and consultancy services to carers, service providers and the wider community. Initiate and develop professional and policy advice on specialist habilitation services and related issues for senior and corporate management.

Desirable Requirements:—Relevant post graduate experience working with people with disabilities and a well developed ability to effectively design and manage specialist programmes. Ability to demonstrate by example, actions and behaviors valued by the community, which enhances the image of people with disabilities. Demonstrated specialist skills in the disability field and contemporary knowledge of occupational therapy.

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 for: Crimes of violence, Sex related offences, serious drug related offences, crimes involving dishonesty. Identification Check. Disciplinary action in previous employment check.

Enquiries to Cecily Lawrance-Harmey, Department of Health and Human Services, phone (03) 6336 4180, email

cecily.lawrance-harmey@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

Disability Services

Professional Officer (507030).

Applications Close:—Friday, 14 November 2008.

Salary:—\$69,974–\$80,262 per annum.

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

Fixed-Term part-time day work commencing 01 December 2008 until 30 November 2009.

Location:—Disability Services, North.

Duties:—Provide specialist habilitation services to people with disabilities in a range of settings within a transdisciplinary model. Provide and co-ordinate supportive and specialist educational and consultancy services to carers, service providers and the wider community. Initiate and facilitate the establishment and development of services and resources for consumers. Initiate and develop professional and policy advice on specialist habilitation services and related issues for senior and corporate management.

Desirable Requirements:—Relevant post-graduate experience working with people with disabilities and a well developed ability to effectively design and manage specialist programmes. Demonstrated specialist skills in the disability field and contemporary knowledge of the specialist area. Ability to demonstrate by example, actions and behaviours valued by the community, which enhances the image of people with disabilities.

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 for: Crimes of violence, Sex related offences, serious drug related offences, crimes involving dishonesty. Identification Check. Disciplinary action in previous employment check.

Enquiries to Cecily Lawrance-Harmey, Department of Health and Human Services, phone (03) 6336 4130, email cecily.lawrance-harmey@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Housing Tasmania

Aboriginal Tenancy Officer Tm 1 (517092).

Applications Close:—Friday, 21 November 2008.

Salary:—\$43,431–\$47,038 per annum.

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

Permanent full-time day work.

Location:—Housing Tasmania - North West.

Duties:—Provide a range of access and tenancy management services to a portfolio of Aboriginal and Torres Strait Islander clients and properties in accordance with Housing Tasmania's service delivery policies, principles and standards.

Desirable Requirements:—Demonstrated ability to maintain a customer service focus in a service delivery environment subject to ambiguity and change. Demonstrated ability to interpret client circumstances and requirements, use initiative and utilise problem solving skills to make well-informed recommendations in relation to tenancy management, within legislation, policy and guidelines. 3. Demonstrated ability, both individually and as a member of a team, to plan, organise, set priorities to complete tasks to meet deadlines and achieve established benchmarks and standards.

Essential Requirements:—Aboriginality. The State Service Commissioner has determined that this position is an Aboriginal identified position and that it will be filled in accordance with the Guidelines for Aboriginal Recruitment.

Enquiries to Beth Cooper, Department of Health and Human Services, phone (03) 6421 7813, email beth.cooper@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Housing Tasmania

Home Ownership Consultant (500184).

Applications Close:—Friday, 14 November 2008.

Salary:—\$52,481–\$54,291 per annum.

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

Permanent full-time day work.

Location:—Housing Tasmania - Hobart.

Duties:—Co-ordinate the outsourced administration of the Government's home ownership schemes and manage sales of properties surplus to the requirements of the Director of Housing. Contribute to development of policies and protocols affecting operational management of the Director's real property assets.

Desirable Requirements:—Knowledge and experience in the implementation of programmes and the tasks associated with the management of Government home ownership schemes. High level of expertise and understanding of the housing industry particularly in relation to the acquisition of mortgage finance and loan settlements procedures. Well developed ability to interpret and analyse information, legislation and policy directions and to identify relevant issues and to decide or recommend appropriate action.

Enquiries to Peter Dodge, Department of Health and Human Services, phone (03) 6233 4774, email peter.dodge@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Housing Tasmania

Manager - Accommodation Options (518334).

Applications Close:—Friday, 21 November 2008.

Salary:—\$85,057 per annum.

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

Permanent full-time day work.

Location:—Housing Tasmania - Hobart.

Duties:—As a senior member of the Strategic Asset Management Section, provide strategic leadership and co-ordination of capital projects associated with supported accommodation across Housing Tasmania, Disability Services, Child and Family Services and Youth Justice. This will include long term/integrated capital planning, the analysis and recommendation of investment opportunities, the research of new and innovative models of supported housing.

Desirable Requirements:—Extensive experience in and knowledge of strategic asset management planning, property development, with a background in supported accommodation models within disability services, children and family services and/or youth justice, being desirable. Demonstrated high level and extensive knowledge of and experience in the development of strategic policy and planning with relevance to the delivery of supported accommodation models and options. High level management skills and demonstrated experience and knowledge of contemporary management practice, especially change management and best practice, and the ability to monitor effectiveness and efficiency.

Enquiries to Glenn Hardwick, Department of Health and Human Services, phone (03) 6233 4836, email glenn.hardwick@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

Youth Justice Services

Area Manager Community Youth Justice - North (517412).

Applications Close:—Friday, 21 November 2008.

Salary:—\$76,007 per annum.

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

Permanent full-time day work.

Location:—Community Youth Justice - North.

Duties:—The Area Manager is a senior member of the Area Executive and has primary responsibility for managing and co-ordinating professional and administrative service delivery for Youth Justice Services in Northern Tasmania with a high degree of independence. The position is responsible for ensuring the effective and efficient provision of a variety of professional services and programmes delivered by Youth Justice Services, and the provision of high level advice and analysis to the Area Director, Disability, Child, Youth and Family Services. The Area Manager acts in accordance with the Youth Justice Act 1997, 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 level. The position has significant responsibility for managing assigned human, financial and physical resources and supports the optimal management of resources that may be assigned to the government Youth Justice Service sector.

Desirable Requirements:—Significant high level experience in the management and leadership of multi disciplinary teams. Contemporary management skill in service delivery, strategic planning, policy development, human resources, business, project, change and information management. High-level strategic, conceptual, analytical and creative skills, along with the ability to plan and prioritise activities, formulate sound professional judgments and provide appropriate analysis of research of relevance to the sector. Highly developed professional frame of reference encompassing interpersonal, communication, supervision, representation, conflict resolution and negotiation skills, including the ability to negotiate and work collaboratively with senior internal and external stakeholders.

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 related offences, crimes involving dishonesty. Identification check. Disciplinary action in previous employment check.

Enquiries to Mike Willie, Department of Health and Human Services, phone (03) 6336 4390, email mike.willie@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

*Youth Justice Services***Training Officer (513522).**

Applications Close:—Friday, 21 November 2008.

Salary:—\$52,481–\$54,291 per annum.

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

Permanent full-time day work.

Location:—Ashley Youth Detention Centre.

Duties:—Responsible for the development, implementation and evaluation of staff training and professional development activities that support the service and operational requirements of Ashley Youth Detention Centre.

Desirable Requirements:—Understanding of staff training and development issues within youth justice systems and in particular within a detention centre environment and a demonstrated commitment to the provision of excellent client service through staff training and professional development. Sound understanding of and experience in the design, implementation and evaluation of training and professional development programmes. Demonstrated ability to market staff training and development options to AYDC Centre staff, Divisional and Agency management.

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

Enquiries to Nick Evans, Department of Health and Human Services, phone (03) 6362 2311, email nick.evans@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

POPULATION HEALTH

Business Support Officer (501031).

Applications Close:—Friday, 14 November 2008.

Salary:—\$52,481–\$54,291 per annum.

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

Permanent full-time day work.

Location:—25 Argyle Street, Hobart.

Duties:—As a member of the Business Support Unit and working with the Business Support Consultant implement and co-ordinate a broad range of business support, financial and budget activities within Population Health. Ensure that standards and policies are adhered to and provide support to the Business Support Consultant.

Desirable Requirements:—Proven skills and experience in the use of relevant computer systems and financial information systems, including the preparation and interpretation of financial reports. Ability to research,

interpret and analyse information and to recommend appropriate action. Ability to prepare high level correspondence and reports. Well-developed ability to work individually and as a member of a team, and a proven ability to be adaptable and flexible to achieve the best results in an environment of change and pressure.

Enquiries to Judy Cooper, Department of Health and Human Services, phone (03) 6222 7725, email judy.cooper@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***Administrative Officer (518367).**

Applications Close:—Friday, 14 November 2008.

Salary:—\$38,464–\$41,681 per annum.

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

Permanent full-time daywork.

Location:—Mental Health Services, Launceston.

Duties:—As part of a multi-disciplinary team deliver quality administrative duties 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 Administrative Assistant will: Work collaboratively with the Inpatient Mental Health Services - Ward 1E administrative team, under the direction of the Nurse Unit Manager, to ensure effective administrative systems are in place. Provides administrative support skills.

Desirable Requirements:—Ability either individually or as a member of a team, to plan, organise, set own workload priorities and work effectively to meet deadlines in an environment subject to work pressures and change. Ability to undertake administrative duties, including operating in a technological environment covering the efficient operation of keyboard and word processing equipment, office automation systems, electronic training equipment and facsimile services. Possess a high standard of secretarial and document production skills as well as proven skills in supplies control and travel booking.

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 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

*Mental Health Services***Allied Health Professional - Social Worker (513773).**

Applications Close:—Friday, 14 November 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 8 December 2008 until 30 April 2009.

Location:—St Johns Park, New Town.

Duties:—The Social Worker will undertake the delivery of quality client care services utilising evidence-based best practice and recovery principles within a collaborative and multi-disciplinary framework, provide a specialist Social Work assessment, treatment and case management service for clients of the Older Persons Mental Health Service and their families or carers and act 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:—Degree in Social Work giving eligibility for membership of Australian Association of Social Workers. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for: Crimes of violence, Sex related offences, serious drug related offences, crimes involving dishonesty. Identification Check. Disciplinary action in previous employment check.

Enquiries to Jan Smith, Department of Health and Human Services, phone (03) 6230 7541, email janifer.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 7001. Please do not send applications to the contact person.

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HEALTH AND HUMAN SERVICES

STATEWIDE SYSTEMS DEVELOPMENT

*Mental Health Services***Enrolled Nurse (512465a).**

Applications Close:—Friday, 21 November 2008.

Salary:—\$44,751–\$46,469 pro rata.

Nurses (TPS) Award, Enrolled Nurse Level 2.

Fixed-Term casual shift work, working as and when required, commencing as soon as possible for a period of 2 years.

Location:—Hobart.

Duties:—The Enrolled Nurse provides direct and indirect nursing care to the resident/client/patient under the direction and supervision of a Registered Nurse.

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

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

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***Registered Nurse - Relief (503102).**

Applications Close:—Friday, 14 November 2008.

Salary:—\$43,859–\$59,950 pro rata.

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

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

Location:—Spencer Clinic, North West Regional Hospital, Burnie.

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. Remains actively involved in maintaining and continually improving the quality of client care provided by the service.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check in the following areas: crimes of violence; sex related offences; serious drug offences; and crimes involving dishonesty. Identification check. Disciplinary action in previous employment check. Enquiries to Linda Rose, Department of Health and Human Services, mobile 043 807 5780, email linda.rose@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

Mental Health Services

Registered Nurse - Relief (512467).

Applications Close:—Friday, 21 November 2008.

Salary:—\$43,859–\$59,950 pro rata.

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

Fixed-Term casual shift work, working as and when required, commencing as soon as possible for a period of 2 years.

Location:—Hobart.

Duties:—The Registered Nurse utilises a problem solving approach and established nursing procedures in the delivery and evaluation of direct care to a designated number of clients, interacts effectively with consumers, families and significant others in the planning and implementation of care in collaboration with other members of the health team to ensure consumer focused outcomes and remains actively involved in maintaining and continually improving the quality of client care provided by the service.

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

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

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 - Adult Community Mental Health AMU - North (516665m).

Applications Close:—Friday, 14 November 2008.

Salary:—\$80,978 per annum.

Nurses (TPS) Award, Registered Nurse, Level 4, Grade 1.

Permanent full-time daywork.

Location:—Adult Community Mental Health AMU-North, Launceston.

Please Note: This vacancy is also advertised as a Team Leader Adult Community Mental Health - ANU North (516665), Allied Health Professional Manager Level 5 Grade 1. There is only one position and one position will be filled based on merit.

Duties: As part of a multidisciplinary 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 Team Leader will: Provide leadership and direction in the strategic development and management of a comprehensive multidisciplinary community mental health team.

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. Disciplinary action in previous employment check.

Enquiries to Susan Crave, Department of Health and Human Services, phone (03) 6336 2123, mobile 0418 143 692, email susan.crave@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

Mental Health Services

Team Leader-Adult Community Mental Health - AMU North (516665).

Applications Close:—Friday, 14 November 2008.

Salary:—\$98,116 per annum.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional Manager Level 5 Grade 1.

Permanent full-time daywork.

Location:—Adult Community Mental Health - AMU North, Launceston.

Please Note: This vacancy has also been advertised as a Team Leader Adult Community Mental Health -AMU North (516665m) Registered Nurse Level 4 Grade 1. There is only one vacancy and one vacancy will be filled based on merit.

Duties: As part of a multidisciplinary 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 Team Leader will: Provide leadership and direction in the strategic development and management of a comprehensive multidisciplinary community mental health team.

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 for: Crimes of violence, Sex related offences, serious drug related offences, crimes involving dishonesty. Identification Check. Disciplinary action in previous employment check.

Enquiries to Susan Crave, Department of Health and Human Services, phone (03) 6336 2123, mobile 0418 143 692, email susan.crave@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

Mental Health Services

Ward Aide - Relief (512436).

Applications Close:—Friday, 21 November 2008.

Salary:—\$34,812–\$35,533 pro rata.

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

Fixed-Term casual shift work, working as and when required commencing as soon as possible for a period of 2 years.

Location:—Hobart.

Duties:—The Ward Aide provides support to nursing and allied health professional staff in the delivery of care to clients of Mental Health Services across a variety of settings.

Desirable Requirements:—Demonstrated capacity to work with people with a mental illness, along with an understanding of their rehabilitation and care needs, or the ability to acquire the same. An understanding of legal requirements and relevant policies of the practice setting, including occupational health and safety requirements, or the ability to acquire the same. Ability to work independently with minimal direct supervision and work harmoniously as a member of multi-disciplinary team.

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

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

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

Forensic Mental Health Services

Community Forensic Mental Health Services.

Clinical Co-ordinator Community Forensic MHS (512547).

Applications Close:—Friday, 21 November 2008.

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:—4 Liverpool Street, Hobart with Statewide responsibilities.

PLEASE NOTE: This vacancy is also advertised as Clinical Co-ordinator Community Forensic MHS (512547m), Nurse Unit Manager. There is only one vacancy and one vacancy will be filled, based on merit.

Duties:—Responsible for the day to day operational direction and co-ordination of the Community Forensic Mental Health Service (CFMHS) multi disciplinary teams.

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 for: Crimes of violence, Sex related offences, serious drug related offences, crimes involving dishonesty. Identification Check. Disciplinary action in previous employment check.

Enquiries to Scott Beswick, Department of Health and Human Services, phone (03) 6336 2627, email scott.beswick@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

Forensic Mental Health Services

Community Forensic Mental Health Services

Clinical Co-ordinator Community Forensic MHS (512547m).

Applications Close:—Friday, 21 November 2008.

Salary:—\$74,792–\$76,561 per annum.

Nurses (TPS) Award, Nurse Unit Manager.

Permanent full-time day work.

Location:—4 Liverpool Street, Hobart with Statewide responsibilities.

PLEASE NOTE: This vacancy is also advertised as Clinical Co-ordinator Community Forensic MHS (512547), Allied Health Professional, Level 4. There is only one vacancy and one vacancy will be filled, based on merit.

Duties:—Responsible for the day to day operational direction and co-ordination of the Community Forensic Mental Health Service (CFMHS) multi disciplinary teams.

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 for: Crimes of violence, Sex related offences, serious drug related offences, crimes involving dishonesty. Identification Check. Disciplinary action in previous employment check.

Enquiries to Scott Beswick, Department of Health and Human Services, phone (03) 6336 2627, email scott.beswick@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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INFRASTRUCTURE, ENERGY AND RESOURCES

Administrative and Clerical Officer Fixed term and Casual Employment (Register)

Applications Close:—Thursday, 28 October 2010.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Vacancy No. Various,

Register Fixed Term Full-time, Fixed Term Part-time or Fixed Term Casual.

Location:—Hobart, Launceston, Burnie and Devonport.

Duties:—Provide administrative and clerical support to various Divisions and Branches throughout the Department.

Submission of Application:—To be considered for the Register, please submit your application electronically to recruitment@dier.tas.gov.au ensuring the following information is included: Application form. Response to each criteria (maximum of 2 pages in length). Current copy of your curriculum vitae. It is essential that you advise your preferred type of employment status (i.e. full-time, part-time, casual) and any limitations on your availability to work.

Enquiries to Human Resources, Department of Infrastructure, Energy and Resources, phone (03) 6233 2060, email recruitment@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

FOREST PRACTICES AUTHORITY

Research and Advisory Programme

Senior Scientist - Earth Sciences (372234).

Applications Close:—Friday, 14 November 2008.

Salary:—\$80,381–\$85,813 per annum.

Professional Employees Award, Level 4.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart or Launceston.

Duties:—To direct activities that contribute to the sustainable management of the forestry estate and initiate and implement research and monitoring to improve the Forest Practices Code.

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

Desirable Requirements:—A higher degree in geology, soil science or a related discipline. Current driver licence. Extensive field experience and an ability to work in difficult terrain.

Enquiries to Graham Wilkinson, General Manager, Department of Infrastructure, Energy and Resources, phone (03) 6233 7451, email graham.wilkinson@dier.tas.gov.au.

Applications to Manager Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936 Hobart TAS 7001, phone (03) 6233 2060, fax (03) 6233 5337, email 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 or by contacting the Human Resources Branch on (03) 6233 2060.

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

JUSTICE

MONETARY PENALTIES ENFORCEMENT SERVICE

Accounts Officer (Processing)—2 Vacancies

Applications Close:—Friday, 14 November 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Vacancy No. 355155,

Permanent full-time.

Location:—Hobart.

Vacancy No. 356062,

Permanent full-time.

Location:—Hobart.

Duties:—Responsible for performing routine procedures and operations for updating of and rectification of errors and omissions in the database. Receipting manual payments from debtors. Attend to enquiries from the general public, agencies and organisations in relation to the recovery of infringements and fines.

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 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. Identification check.

Enquiries to Graeme Faulks, Manager Financial Operations, Department of Justice, phone (03) 6233 6738, email graeme.faulks@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Julian Isles on (03) 6233 2190.

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

Inspectorate

Inspector (355703).

Applications Close:—Friday, 14 November 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time.

Location:—Burnie.

Duties:—Provide high level advice, information, guidance and support on health and safety legislation. Visiting workplace to monitor compliance and applying relevant legislation including workplace health and safety, dangerous goods, industrial relations and workers compensation and rehabilitation.

Essential Requirements:—Current driver's licence.

Desirable Requirements:—Certificate 4 or Diploma in Occupational Health and Safety or a Diploma in Government (Workplace Inspection).

Enquiries to Paul Carter, Regional Manager, Department of Justice, phone (03) 6434 6225, email Paul.carter@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Rebecca Smith on (03) 6434 6320.

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

Inspectorate

North Western Region

Senior Inspector (355696).

Applications Close:—Friday, 14 November 2008.

Salary:—\$56,854–\$60,476 per annum.

Administrative and Clerical Employees Award, Level 7.

Permanent full-time.

Location:—Burnie.

Duties:—Provide high level advice, information, guidance and support on often complex health and safety legislation to maintain and improve safety in workplaces. Coach, mentor and provide leadership to other members of the team. Visiting workplaces to monitor compliance and applying relevant legislation including workplace health and safety, dangerous goods, industrial relations and workers compensation and rehabilitation.

Essential Requirements:—Current driver's licence.

Desirable Requirements:—Diploma in Occupational Health and Safety or a Diploma in Government (Workplace Inspections).

Enquiries to Paul Carter, Regional Manager, Department of Justice, phone (03) 6434 6225, mobile 0407045636, email Paul.carter@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Rebecca Smith on (03) 6434 6320.

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

Records Information Services

Records Officer (001314).

Applications Close:—Friday, 14 November 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—Hobart.

Duties:—To assist with the operation of the Records Information Services function, including the classification and distribution of Agency records, and the provision of mailing and document distribution services for customers in Police Headquarters.

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

of violence, Sex related offences, Serious drug offences, crimes involving dishonesty, serious traffic offences.

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

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

POLICE AND EMERGENCY MANAGEMENT

CORPORATE SERVICES

Records Information Services

System Administrator (002983).

Applications Close:—Friday, 14 November 2008.

Salary:—\$56,854–\$60,476 per annum.

Administrative and Clerical Employees Award, Level 7.

Permanent full-time.

Location:—Hobart.

Duties:—Provide support and system administration in relation to the Department's electronic records management system, TRIM. Co-ordinate the planning, development and the administration of system policies and procedures, including problem resolution, database management, system security, review of the system, and training of users. Lead and undertake related project activities.

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

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

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

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

POLICE AND EMERGENCY MANAGEMENT

TASMANIA FIRE SERVICE

Operations

Experienced Firefighter (520000).

Applications Close:—Monday, 17 November 2008.

Salary:—\$49,862–\$63,940 per annum.

Tasmania Fire Fighting Industry Employees Award 2000, Firefighter.

Permanent full-time.

Location:—Statewide.

Duties:—Provide and maintain a high standard of response to emergency incidents and provide education and other services to the community in fire safety and fire prevention.

Essential Requirements:—Meet the medical requirements of the Tasmania Fire Service; Have a high standard of health and fitness; Able to work at heights or in confined spaces; Hold a current driver's licence (manual) preferably endorse for Light Rigid; Be assessed as competent in the core competencies, up to and including Paypoint 3, required by the Tasmania Fire service; and The State Service Commissioner has determined that a person nominated for appointment as a Trainee Firefighter is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following conviction checks are to be conducted: Arson and fire setting; Sexual offences; Crimes involving dishonesty (eg theft, burglary, breaking and entering, fraud); Crimes involving deception (eg obtaining an advantage by deception); Making false declarations; Violent crimes and crimes against the person; and Malicious damage and destruction to property. Accordingly a person nominated for appointment to the position of Firefighter will be required to provide a Record of Convictions in relation to the above from Tasmania Police prior to appointment.

Desirable Requirements:—Have at least 12 months previous experience as a career firefighter. Other qualification, ability or experience which is relevant to the position of Firefighter.

To be considered for an interview an applicant must address each of the selection criteria outlined in the Statement of Duties. An Application for Employment is to be completed and forwarded with your application. Statement of Duties including selection criteria and Application for Employment form is available from John Streets on (03) 6434 6720 or from www.jobs.tas.gov.au.

Enquires to John streets on (03) 6434 6720.

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

PREMIER AND CABINET

CORPORATE SERVICES DIVISION

Information Systems Branch

Computer Support Officer - Web Programmmer (472473).

Applications Close:—Friday, 14 November 2008.

Salary:—\$38,927–\$51,357 per annum.

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

Permanent full-time.

Location:—Hobart.

Duties:—As a member of a small client focused team, assist the Web Manager to support and further develop the Department's web presence. This position will involve

providing technical support for the Agency Content Management System, maintenance of existing static and database driven sites, and liaising with clients regarding the creation of new or redesigned sites and some database design work. There will be opportunities to work creatively to design and develop small web projects. It will also involve provision of training and support to clients using Agency web applications.

Desirable Requirements:—IT-related qualifications including industry certifications or progress towards qualifications gained through satisfactory completion of an appropriate course of study at a tertiary institution would be an advantage.

Enquiries to Ryan Morgan, Web Manager, Department of Premier and Cabinet, phone (03) 6270 5618, email Ryan.Morgan@dpac.tas.gov.au.

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

PREMIER AND CABINET

EXECUTIVE DIVISION

Office of the Secretary

Executive Officer Portfolio Services Unit (001479).

Applications Close:—Friday, 14 November 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Permanent full-time.

Location:—Hobart.

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

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

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

PREMIER AND CABINET

PUBLIC SECTOR MANAGEMENT OFFICE

Consultant (001286).

Applications Close:—Friday, 14 November 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

Duties:—Provide support in the development and implementation of employment management policies, programmes and projects as part of the People Directions Framework. Co-ordinate the development and delivery of programmes and projects relevant to state service employment.

Desirable Requirements:—A Tertiary qualification in Human Resource Management or other relevant discipline.

Enquiries to John DiFalco, Manager Employment Policy and Programmes, Department of Premier and Cabinet, phone (03) 6233 2062, email John.DiFalco@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

RESOURCE MANAGEMENT AND CONSERVATION

Wildlife Management

Wildlife Biologist (Wildlife Monitoring and Management) (702093 and 702094)—(2 Vacancies).

Applications Close:—Friday, 14 November 2008.

Salary:—\$40,547–\$59,573 per annum.

Professional Employees Award, Level 1.

Permanent full-time.

Location:—Hobart.

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

Duties:—As a senior professional practitioner, assist in the monitoring and surveying of native animals across Tasmania.

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

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

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 Caroline Donnelly, phone (03) 6233 2006, email caroline.donnelly@dpiw.tas.gov.au.

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

PRIMARY INDUSTRIES AND WATER

STRATEGIC POLICY

Policy

Graduate Policy Officer (702766).

Applications Close:—Friday, 14 November 2008.

Salary:—\$38,927–\$49,523 per annum.

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

Permanent full-time.

Location:—Hobart.

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

Duties:—Provide research, analysis and policy support to the Manager (Policy) together with other senior staff in the Strategic Policy Division. The Department has a Graduate Development Programme that provides opportunities for training and development.

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 Holly Barlow, Department of Primary Industries and Water, phone (03) 6233 9329, email holly.barlow@dpiw.tas.gov.au.

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

PRIMARY INDUSTRIES AND WATER

WATER RESOURCES

Water Management

Project Assistant (Water Metering) (702935).

Applications Close:—Friday, 14 November 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Fixed-Term full-time until 30 June 2009.

Location:—Hobart.

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

Duties:—Assist the Project Leader (Water Metering) with the implementation of the Department's programme for the introduction of water meters for licensed water users and the programme of ongoing collection and management of water meter data throughout the State.

Desirable Requirements:—A current motor vehicle drivers licence.

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

Enquiries to Kris Andrews, phone (03) 6233 2584, email Kris.Andrews@dpiw.tas.gov.au.

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

TAFE TASMANIA

DELIVERY TEAMS

Languages - AMEP

Student Counsellor (Vocational) (001298).

Applications Close:—Friday, 21 November 2008.

Salary:—\$64,096–\$67,714 pro rata.

Administrative and Clerical Employees Award, Level 8.

Fixed-Term part-time as soon as possible until 30/6/2010, 0.4 FTE, 29.4 hours per fortnight.

Location:—South.

Duties:—To provide students with guidance on career and course selection to facilitate achievement of their educational and vocational goals and to advocate on behalf of migrants in areas of work and vocational training.

Desirable Requirements:—Relevant tertiary qualifications.

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

Enquiries to Helen Ebsworth, Team Leader, Languages, AMEP, TAFE Tasmania, phone (03) 6233 7119, email Helen.Ebsworth@tafe.tas.edu.au.

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

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

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

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

TREASURY AND FINANCE

BUDGET AND FINANCE DIVISION

Government Finance and Accounting Branch

Senior Financial Analysts.

Applications Close:—Friday, 21 November 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Vacancy No. 722464, 723837 and 723926,

Permanent full-time.

Location:—Hobart.

Duties:—Manage the preparation of the Department's whole-of-government financial reports which form a key component of the States financial reporting framework. As part of this role, it is important to liaise with agencies and government businesses in relation to whole-of-government reporting requirements. In the context of the selection criteria, to be successful in the position applicants will have: a solid background in analysing, interpreting and compiling financial statements; well developed verbal and written communication skills; the ability to liaise with a range of internal and external stakeholders; and good organisational and self-management skills.

Desirable Requirements:—Relevant tertiary qualifications, or substantial progress thereto, is desirable.

Enquiries to David Tadd, Assistant Director, Government Finance and Accounting Branch, Department of Treasury and Finance, phone (03) 6233 2515, email david.tadd@treasury.tas.gov.au.

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

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

TREASURY AND FINANCE
 BUDGET AND FINANCE DIVISION
Procurement and Property Branch

Contracts Officer (720402).

Applications Close:—Friday, 21 November 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time.

Location:—Hobart.

Duties:—The Contracts Officer will contribute to the delivery of effective and efficient procurement and contract management services by the Procurement and Property Branch, providing advice to stakeholders on procurement and contracting matters.

In the context of the selection criteria, to be successful in the position applicants will have: strong interpersonal skills; a stakeholder focus; high level spread-sheeting skills; and good organisational skills and the ability to balance competing priorities.

Desirable Requirements:—Relevant tertiary qualifications or progress thereto is desirable.

Enquiries to Jason Fyfe, Senior Contracts Officer, Procurement and Property Branch, Department of Treasury and Finance, phone (03) 6233 6220, email jason.fyfe@treasury.tas.gov.au.

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

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

TREASURY AND FINANCE
 REVENUE, GAMING AND LICENSING DIVISION
Revenue Branch

Senior Client Liaison Officer (724152).

Applications Close:—Friday, 21 November 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

Duties:—This position contributes to the efficient and effective collection of State taxation revenue. As a senior member of the Revenue Advice and Audit section, you will provide key client management and support functions to new and existing users of the State Revenue Office's On-line service systems, including: technical and on-line help documentation; training of users; the provision of advice to users on processing issues; the identification and resolution of tax technical matters and the identification of system problems; and debt collection. In the context of the selection criteria, the successful applicant will have the ability to: effectively manage stakeholder relationships; effectively manage own outputs; demonstrate a high level of initiative; exercise high level conceptual and analytical

skills; exercise sound judgement and possess well developed negotiation and conflict resolution skills; communicate effectively, both verbally and in writing, in a range of forums; and use a wide range of contemporary computer based packages. Some intra and interstate travel may be required.

Desirable Requirements:—Relevant tertiary qualifications, or substantial progress thereto, is desirable.

Enquiries to Cameron Dinnessen, Assistant Director Compliance, Revenue Branch, Department of Treasury and Finance, phone (03) 6233 8859, email cameron.dinnessen@treasury.tas.gov.au.

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

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

TREASURY AND FINANCE
 REVENUE, GAMING AND LICENSING DIVISION
Revenue Branch

Senior Compliance Data Analyst (723448).

Applications Close:—Friday, 21 November 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

Duties:—This position contributes to the efficient and effective collection of State taxation revenue and the payment of a range of grants. As part of the Revenue Advice and Audit section, the Senior Compliance Data Analyst provides timely and high quality advice that contributes to the overall operation of the Branch and, in particular, assists in the risk assessment, selection and evaluation of compliance related projects.

Working both individually and as a member of a team, the Senior Compliance Data Analyst will be required to carry out high level research and analysis activities. The position will require the development of comprehensive knowledge of Revenue Branch data and computer systems, as well as an ability to provide advice on other opportunities to obtain data from external sources that will aid in developing sophisticated analytical models for case selection.

In the context of the selection criteria, to be successful in the position applicants will have: a broad technical knowledge of computerised data manipulation and data mining packages/tools; excellent analytical skills, including the ability to identify and report on possible compliance risks posed by individuals or groups, utilising complex data sets; initiative and the capacity to effectively manage own outputs; the ability to make sound judgements and to solve unique and often complex problems in relation to research and analysis tasks and in particular those relating to computerised data manipulation and analysis; the ability to draw well-considered conclusions from the outcomes of research and analysis activities; and effective communication skills, both verbally and in writing, in a range of forums.

Desirable Requirements:—Relevant tertiary qualifications, or substantial progress thereto is desirable.

Enquiries to Cameron Dinnessen, Assistant Director Compliance, Revenue Branch, Department of Treasury and Finance, phone (03) 6233 8859, email cameron.dinnessen@treasury.tas.gov.au.

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

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

WHOLE OF GOVERNMENT PROGRAMMES

TASMANIAN STATE SERVICE

Aboriginal and Torres Strait Islander Fixed-Term and Casual Employment Register (Various).

Applications Close:—Tuesday, 25 August 2009.

Salary:—See Below.

Register.

Location:—Statewide.

The Office of Aboriginal Affairs, Department of Premier and Cabinet invites applications from Aboriginal people and Torres Strait Islanders interested in being considered for full-time, part-time or casual employment in fixed term positions for periods up to 12 months.

Salary rates: Applicants who are successful in undertaking work in the State Sector will be paid in accordance with the relevant award and will be entitled to conditions of employment as prescribed under the State Services Act 2000 and the State Service Regulations 2001.

The Register is also utilised for filling Aboriginal Identified Positions, as well as vacancies targeted to be filled under Aboriginal specific recruitment strategies.

Potential applicants should note that in accordance with the policy on Eligibility for Aboriginal and Torres Strait Islander Specific Programmes and Services delivered by the Tasmanian Government, individuals may be requested to provide information relating to eligibility for inclusion on the Register.

Enquiries: For any enquiries, please contact Carol Jackson, Employment Policy Officer on (03) 6233 4871. To obtain an application for the Employment Register either download an application form from www.dpac.tas.gov.au/divisions/oaal/. Or alternatively please contact Sonia Smith on (03) 6233 3671 or email Sonia.Smith@dpac.tas.gov.au.

You are encouraged to forward your application and resume to: Sonia Smith, Administrative Officer, Office of Aboriginal Affairs, G.P.O. Box 1156, Hobart 7001.

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

PORT ARTHUR HISTORIC SITE MANAGEMENT AUTHORITY

TOURISM OPERATIONS

Historic Ghost Tour Supervisor (HGT051108).

Applications Close:—Friday, 14 November 2008.

Salary:—\$51,891 pro rata.

Port Arthur Historic Site Staff Agreement 2004, Tourism Operations Stream, Level 4.

Permanent part-time.

Location:—Port Arthur.

Duties:—To provide the efficient and effective operation of the nightly Historic Ghost Tours at the Port Arthur Historic Site ensuring that visitors receive the highest standard of customer service.

Desirable Requirements:—A current drivers licence. A current First Aid Level 2 Certificate. Certificate III in Tourism or experience in a similar industry.

Enquiries to Jake Bradshaw, Guiding Operations Manager, Port Arthur Historic Site Management Authority, Port Arthur Tas 7182, phone (03) 6251 2342, mobile 0417 519 967, email jake.bradshaw@portarthur.org.au.

Applications to Jane Bale, HR Co-ordinator, Port Arthur Historic Site Management Authority, Port Arthur Tas 7182, phone (03) 6251 2357, fax (03) 6251 2322, email jane.bale@portarthur.org.au.

Direct Selections

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS.

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

D. Stoddart

to perform the duties of Regional Support Officer 706271, Level 3.

Duties:—Assist with the management, promotion and delivery of the PWS Northwest Region's Occupational Health and Safety System to ensure best practice approaches to safety in workplaces by employees and contractors.

Desirable Requirements:—A current motor vehicle drivers licence. State Service employees aggrieved by this intention may make application to the State Service Commissioner for a review under section 50(1)(b) of the State Service Act 2000. Applications for review are to be lodged with the Office of the State Service Commissioner within 14 days of the publication date of this Gazette.

S. Gadd.

Senior Executives

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Executive Director Acute Operations (518414).

Applications Close:—Friday, 21 November 2008.

Salary:—\$109,776–\$120,757 per annum.

Senior Executive, Level 2.

Permanent full-time day work.

Location:—Hobart.

Description:—The Royal Hobart Hospital (RHH) is the principal tertiary referral hospital for Tasmania and a major teaching and research hospital with linkages to the University of Tasmania. RHH provides a comprehensive range of statewide services and is the regional provider of acute services for southern Tasmania. RHH's services are characterized by excellence in the delivery of acute health care and leadership in developing Tasmania's future health care delivery, particularly in providing research, education and learning opportunities to support the development of its future health care professionals.

Duties:—As a member of the RHH Executive Team play a key role in setting strategic direction and policy which enhances RHH's patient care capability, viability and reputation as a leading tertiary teaching and research facility; and achieving performance targets agreed with Health Services and the Department. Provide leadership in achieving and upholding RHH's strategic and business plan objectives through the effective management of Acute operations (consisting of Surgery, Medicine and Women's and Children's Services) for the Hospital. Provide leadership of operational issues including access, demand management, staff management, financial management and overall performance issues to ensure the delivery of responsive, safe, efficient and quality services to patients.

Desirable Requirements:—A track record of successful senior management experience in an acute hospital in the public or private sector, preferably in managing a diverse range of services. Demonstrated leadership in both strategic and operational service development and the ability to translate vision into practical outcomes. Outstanding communication and interpersonal skills including the ability to initiate and facilitate effective Organisational change at clinical service unit/local work level and foster effective working relationships with a range of stakeholders and interests. Tertiary qualifications in a health related field with management qualifications (preferably to post graduate level) in an area relevant to a tertiary level teaching hospital.

Enquiries to Michael Pervan, Department of Health and Human Services, phone (03) 6222 8500, email michael.pervan@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.

Better health and quality of life around Tasmania. Visit us at www.dhhs.tas.gov.au.

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Executive Director Finance (517752).

Applications Close:—Friday, 21 November 2008.

Salary:—\$93,075–\$102,383 per annum.

Senior Executive, Level 1.

Permanent full-time day work.

Location:—Hobart.

Description:—The Royal Hobart Hospital (RHH) is the principal tertiary referral hospital for Tasmania and a major teaching and research hospital with linkages to the University of Tasmania. RHH provides a comprehensive range of statewide services and is also the regional provider of acute services for southern Tasmania. RHH's services are characterized by excellence in the delivery of acute health care and leadership in developing Tasmania's future health care delivery, particularly in providing research, education and learning opportunities to support the development of its future health care professionals.

Duties:—As a member of the RHH Executive Team play a key role in setting strategic direction which enhances RHH's patient care capability, viability and reputation as a leading tertiary teaching and research facility; and achieving performance targets agreed with Health Services and the Department. Ensure the strategic and financial performance direction of the Royal Hobart Hospital are delivered in accordance with the Department of Health and Human Services (DHHS) operational framework. Provide leadership and direction to the corporate support services of the Hospital, including Environmental Services, Hotel Services, Facilities and Engineering, and Information Systems.

Desirable Requirements:—Extensive experience in and knowledge of, business and financial management of large complex organizations. High level resource management skills and experience and knowledge of contemporary management practice. Knowledge and understanding of the current issues impacting on the health service with in particular knowledge as it relates to financial management within the health service. Tertiary qualifications (preferably to post graduate level) together with membership of either the Australian Society of Certified Practising Accountants (ASCPA) or the Institute of Chartered Accountants of Australia (ICA).

Enquiries to Michael Pervan, Department of Health and Human Services, phone (03) 6222 8500, email michael.pervan@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

Executive Director Sub Acute Operations (518415).

Applications Close:—Friday, 21 November 2008.

Salary:—\$93,075–\$102,383 per annum.

Senior Executive, Level 1.

Permanent full-time day work.

Location:—Hobart.

Description:—The Royal Hobart Hospital (RHH) is the principal tertiary referral hospital for Tasmania and a major teaching and research hospital with linkages to the University of Tasmania. RHH provides a comprehensive range of statewide services and is the regional provider of acute services for southern Tasmania. RHH's services are characterized by excellence in the delivery of acute health care and leadership in developing Tasmania's future health care delivery, particularly in providing research, education and learning opportunities to support the development of its future health care professionals.

Duties:—As a member of the RHH Executive Team play a key role in setting strategic direction which enhances RHH's patient care capability, viability and reputation as a leading tertiary teaching and research facility; and achieving performance targets agreed with Health Services and the Department. Provide leadership in achieving and upholding RHH's business plan objectives through the effective management of continuing care services (consisting of Rehabilitation, Aged Care, Outpatients, Ambulatory Care, Allied Health Departments, Chronic Care/Pain Management) for the Hospital. Provide leadership of operational issues including access, demand management, financial management and overall performance issues to ensure the delivery of response, efficient and quality services to patients. Establish and use relationships with external stakeholders and other service providers to enhance the role of the RHH as part of the wider Tasmanian health system.

Desirable Requirements:—A track record of successful senior management experience in a hospital in the public or private sector, preferably in managing a diverse range of services. Demonstrated leadership in both strategic and operational service development and the ability to translate vision into practical outcomes. Evidence of strong communication and interpersonal skills with demonstrated ability to initiate and facilitate effective organisational change at clinical service unit/local work level and foster effective working relationships with a range of takeholders and interests. Tertiary qualifications (preferably to post graduate level) in an allied health area relevant to a tertiary level teaching hospital.

Enquiries to Michael Pervan, Department of Health and Human Services, phone (03) 6222 8500, email michael.pervan@dhhs.tas.gov.au.

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

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INFRASTRUCTURE, ENERGY AND RESOURCES INFRASTRUCTURE POLICY AND PLANNING

General Manager Infrastructure Policy and Planning (371414).

Applications Close:—Wednesday, 19 November 2008.

Salary:—\$109,776–\$120,757 per annum.

Senior Executive, Level 2.

Senior Executive contract position for 5 years.

Location:—Hobart.

Duties:—The position plays a crucial leadership role in the Agency by developing Whole of Agency and Whole of Government perspectives on strategic transport infrastructure policy and planning issues, integrating the views of DIER, other government agencies, industry and the community.

Desirable Requirements:—Appropriate tertiary qualifications. Demonstrated experience in senior management roles.

Enquiries to David Peters, Deputy Secretary Infrastructure, Department of Infrastructure, Energy and Resources, phone (03) 6233 3879, email david.peters@dier.tas.gov.au.

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

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

Staff Movements

Permanent Appointments

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Economic Development & Tourism	Project Officer	T. Lovibond	6 months	29.10.08
Economic Development & Tourism	Human Resource Officer	D. Hunt	6 months	11.11.08
Economic Development & Tourism	Project Officer	A. Williams	6 months	10.11.08
Education	Senior IT Infrastructure Support Consultant	K Mulcahy	6 months	10.11.08
Health & Human Services	IT Officer	M. Bray	6 months	03.11.08
Health & Human Services	Administrative Trainee (Graduate Recruit)	F. Zhang	6 months	04.11.08
Health & Human Services	Administrative Trainee (Graduate Recruit)	H. Yu	6 months	03.12.08
Health & Human Services	Youth Justice Worker - Community Development	L. Williamson	6 months	03.11.08
Health & Human Services	HACC Data Manager	A Hanek	6 months	03.11.08
Health & Human Services	Finance Services Officer	A. Clark	6 months	01.11.08
Health & Human Services	Youth Worker (AYDC)	C. Ralph	6 months	27.10.08
Health & Human Services	Youth Worker (AYDC)	A. Hope	6 months	27.10.08
Health & Human Services	Youth Worker (AYDC)	C. Richardson	6 months	03.11.08
Health & Human Services	Youth Worker (AYDC)	A. Haywood	6 months	27.10.08
Health & Human Services	Administrative Assistant	A. Webb	6 months	04.11.08
Health & Human Services	Customer Support Officer	B. Coleman	6 months	03.11.08
Health & Human Services	Customer Support Officer	A. Gazzignato	6 months	03.11.08
Health & Human Services	Customer Support Officer	F. Matthews	6 months	03.11.08
Health & Human Services	Registered Nurse	E Plunkett	6 months	29.09.08
Health & Human Services	Registered Nurse	E Smith	6 months	26.10.08
Health & Human Services	Registered Nurse	S Hernan	6 months	26.10.08
Health & Human Services	Grants Program Officer	A. Dicoski	6 months	24.11.08
Health & Human Services	Administrative Assistant	L. Pitt	6 months	01.11.08
Health & Human Services	Cleaner	C. Elliott	6 months	03.11.08
Health & Human Services	Pharmacist	L. Bauermeister	6 months	05.11.08
Health & Human Services	Food Services Officer	K Hay	6 months	01.11.08
Justice	Policy Officer	C Johnstone	6 months	04.11.08
Justice	Desktop & Helpdesk Support Officer	I Sheppard	1 Month	29.10.08
Justice	Administrative Support Officer	T Larsen	6 months	04.11.08
Police & Emergency Management	Clerical Support Officer	J. Lee	6 months	27.10.08
Police & Emergency Management	Property Officer	A. Hammond	6 months	01.12.08
Primary Industries & Water	Veterinary Officer (Disease Control and Surveillance)	D. Grull	6 months	04.11.08
Treasury & Finance	Senior Financial Analyst	J. Cleaves	6 months	17.11.08
Port Arthur Historic Site Management Authority	Cleaner	R. Pace	6 months	27.10.08

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>
Justice	Project Manager	D Webster	2 years	04.11.08

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Economic Development & Tourism	K. Broomhall	Project Officer	29.10.08
Economic Development & Tourism	R. McKinney	Head of National Markets and Creative Services	29.10.08
Economic Development & Tourism	S. Vincent	Manager Consumer Communications	10.11.08
Health & Human Services	J Anderson	System Data Administrator	03.11.08
Health & Human Services	G. Walker	Branch Station Officer	17.11.08
Health & Human Services	D Pearce	Specialist Radiographer - CT or MRI	27.10.08
Health & Human Services	R.Andrews	Manager Operational Policy	03.11.08
Health & Human Services	C Vallance	Project Manager	03.11.08
Health & Human Services	S. Philpott	Registered Nurse Level 3	29.10.08
Health & Human Services	A. Hammond	Clinical Nurse	02.11.08
Health & Human Services	A. Latham	Clinical Nurse	02.11.08
Health & Human Services	C Duenow	Project Officer, Quality and Safety	27.10.08
Health & Human Services	B. Yaxley	Customer Service Officer	04.11.08
Health & Human Services	K. deKaste	Customer Service Officer	21.10.08
Health & Human Services	S. Leonard	Nurse Unit Manager	04.11.08
Health & Human Services	R. Strugnell	Clinical Nurse (Preceptor Ed)	30.11.08
Police & Emergency Management	B. Korn	Co-Ordinator, Records Information Services	23.10.08
Police & Emergency Management	G. Hurst	Senior Computer Systems Officer (Server)	10.11.08
Police & Emergency Management	S. Hodder	Administrative Officer	21.10.08
Primary Industries & Water	K. Newett	Project Officer (Business Processes)	30.10.08
Treasury & Finance	L. Jones	Senior Computer Systems Officer	30.10.08
Treasury & Finance	M. Richmond	Management Accountant	30.10.08

Resignation of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Economic Development & Tourism	Project Officer Operations (Applications)	L. Hanson	04.11.08
Environment, Parks, Heritage & the Arts	Cleaner	M Reid	20.10.08
Environment, Parks, Heritage & the Arts	Manager, Corporate Communications	M Fyfe	17.10.08
Environment, Parks, Heritage & the Arts	Environmental Officer	D Tangney	31.10.08
Health & Human Services	Food Services Officer	M Field	24.10.08
Health & Human Services	Enrolled Nurse	C Whittington	23.10.08
Health & Human Services	Registered Nurse	J. Maria	29.10.08
Health & Human Services	Clinical Nurse	R. Mitchell	22.10.08
Health & Human Services	Finance Services Officer Accounts Payable	H.Webster	24.10.08
Health & Human Services	Physiotherapist	L Banfield	31.10.08
Health & Human Services	Co-Ordinator Assessment	B. Charles	29.10.08
Infrastructure, Energy & Resources	Racing Clerk	D Parry	24.10.08

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Environment, Parks, Heritage & the Arts	Administration and Facilities Officer	M Gale	22.10.08
Health & Human Services	Registered Nurse	M. Brown	04.10.08
Health & Human Services	Manager IT Services	B.Terry	31.10.08
Premier & Cabinet	HR Systems Controller	L Thompson	02.11.08
Primary Industries & Water	Administrative Assistant	D.Triffitt	31.10.08

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