



TASMANIAN STATE SERVICE NOTICES

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

Vacancies—General Information

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

www.jobs.tas.gov.au

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

Applicants for a vacancy published in this Gazette edition (other than Senior Executive Service vacancies), should note that for a period of six months from the date of publication, the selection process for that vacancy may be used to fill subsequently 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

GOVERNANCE AND STRATEGY DIVISION

Organisational Development and Strategy

Project Manager, Strategy and Research (424827).

Applications Close:—Friday, 28 November 2008.

Salary:—\$71,326–\$73,143 per annum.

Administrative and Clerical Employees Award, Level 9.

Fixed-term full-time 12 January 2009 to 24 December 2009.

Location:—Hobart.

Duties:—Design, implementation and management of the strategic corporate planning process for the Department. Manage and undertake economic and industry policy research and investigation projects and develop and implement strategies which support the ongoing achievement of Departmental strategic goals and objectives.

Desirable Requirements:—A relevant tertiary or industry recognised qualifications and/or professional affiliations. Current Drivers Licence.

Enquiries to Brianna Hen for a copy of the Statement of Duties on (03) 6233 5762 or email Brianna.Hen@development.tas.gov.au. For further information about the position please contact Nic Waldron, Deputy Director, phone (03) 6233 5720, email Nic.Waldron@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

INDUSTRY DEVELOPMENT DIVISION

Resources and Infrastructure Development

Project Officer (424149).

Applications Close:—Friday, 28 November 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time.

Location:—Hobart.

Duties:—To contribute to the expansion, diversification and sustainable development of mining, resource processing, energy, property development, and tourism infrastructure industries in Tasmania by assisting with selected projects of strategic significance to Tasmania under the guidance of more senior officers.

Desirable Requirements:—Work experience in a comparable role is desirable. Relevant tertiary or industry recognised qualifications and affiliations are desirable. A current driver's licence.

Enquiries to John Wimmer, Senior Project Manager, Department of Economic Development and Tourism, phone (03) 6233 5868, email John.Wimmer@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

Sport and Recreation Services

Project Support Officer (424205).

Applications Close:—Friday, 28 November 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Fixed-term full-time 2 February 2009 to 26 February 2010.

Location:—Burnie.

Duties:—Provide a wide range of administrative and clerical support to the Manager Regional Services and Northern Community Sport and Recreation Development staff.

Desirable Requirements:—Current Driver's Licence.

Enquiries to Shelley Liddell for a copy of the Statement of Duties on (03) 6434 6255 or email Shelley.Liddell@development.tas.gov.au. For further information about the position please contact Nic Deka, Manager North/North West, phone (03) 6434 6250, email Nic.Deka@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

TOURISM TASMANIA

Co-ordinator National Brand Marketing (706119).

Applications Close:—Friday, 28 November 2008.

Salary:—\$64,096–\$67,714 per annum.

Tourism Tasmania Staff Award, Administrative and Clerical, Level 8.

Permanent full-time.

Location:—Hobart.

Duties:—Facilitate, identify and develop tourism opportunities that build on the Tourism Tasmania Corporate Plan and provide a consultative service to senior management in implementing the Plan.

As a key member of the National Markets and Creative Services team, contribute to the development of brand awareness and appeal for Tasmania as a holiday destination with particular emphasis on the strategic development and implementation of national brand marketing.

Desirable Requirements:—A relevant tertiary qualification or proven management experience and achievement in a similar senior role.

Enquiries to Troy Grundy for a copy of the Statement of Duties on (03) 6230 8262 or email Troy.Grundy@tourism.tas.gov.au. For further information about the position please contact Rebecca McKinney, Head of National Markets and Creative Services, phone (03) 6230 8207, email Rebecca.McKinney@tourism.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

TOURISM TASMANIA

Manager Partner Development (705936).

Applications Close:—Friday, 28 November 2008.

Salary:—\$76,763 per annum.

Tourism Tasmania Staff Award, Administrative and Clerical, Level 10.

Fixed-term full-time 5 January 2009 to 10 July 2009.

Location:—Hobart.

Duties:—Influence the development of the Tasmanian tourism industry and Tourism Tasmania programmes by providing specialist consultative advice to the Head of Partnership and Event Marketing. Actively participate and contribute to strategic programme development within the business unit, identifying and developing partnership opportunities that align to Tourism Tasmania's corporate plan.

Enhance the dissemination of tourism knowledge across Tourism Tasmania, to external stakeholders and other interest groups.

Desirable Requirements:—A relevant tertiary qualification or proven management experience and achievement in a similar senior role.

Enquiries to Jennifer Batchelor for a copy of the Statement of Duties on (03) 6230 8153 or email Jennifer.Batchelor@tourism.tas.gov.au. For further information about the position please contact Gillian Miles, Head of Partnership and Events Marketing, Department of Economic Development and Tourism, phone (03) 6230 8352, email Gillian.Miles@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

Finance, Facilities and Business Strategy

Corporate Service Centre

Corporate Systems Team

IT Consultant (590078).

Applications Close:—Friday, 28 November 2008.

Salary:—\$64,096–\$67,714 per annum.

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

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

Location:—Hobart.

Description of the Role:—Undertake consultancies in information technology in one or more of the following areas: technical support of IT infrastructure including desktop PC equipment and associated information technology peripherals, networking equipment and servers; software support and development projects; client support; consultancy and planning. Local Task List is Available.

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

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

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

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

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

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

EDUCATION

CORPORATE SERVICES

Finance, Facilities and Business Strategy

Corporate Service Centre

Corporate Systems Team

Senior Systems Officer (590281).

Applications Close:—Friday, 28 November 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time.

Location:—Hobart.

Description of the Role:—Oversight the development and

management of the Department's corporate information systems and the development of policy and procedures that support operations. Assist with the operation of ancillary business system interfaces with corporate systems and training and systems support activities. Local Task List is Available.

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

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

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

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

EDUCATION

CORPORATE SERVICES

Human Resources Management

Legal Services Unit

Legal Services Advisor (962854).

Applications Close:—Friday, 28 November 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

Description of the Role:—Within the context of a small team provide high level consultative and administrative support to the Manager LSU in tasks associated with the provision of information and guidance on legal issues. Assist in the provision of a legal issues telephone advisory service to schools, colleges and other sections of the Department. Conduct research and analysis into a range of often complex legal and administrative issues, and prepare and provide correspondence, information and advice as necessary. Respond to and assist with Ministerial requests as necessary.

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:—Legal Qualification (eg Bachelor of Laws) or other relevant tertiary qualifications.

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.

For a copy of the Statement of Duties please contact Dolores Puskaric, phone (03) 6233 7048, email dolores.puskaric@education.tas.gov.au.

Enquiries to Kerrie Moss, Department of Education, phone (03) 6233 7048, email kerrie.moss@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

CORPORATE SERVICES

Human Resources Management

Legal Services Unit

Manager Legal Services Unit (960763).

Applications Close:—Friday, 28 November 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

Description of the Role:—To provide a specialist high level consultancy and advisory service to senior officers, managers and principals on a range of legal issues and to provide a central point of contact for all sections of the Department regarding legal matters. To provide information and guidance in accordance with legal advice provided by law officers of the Crown. Manage the development and implementation of policy relating to legal issues affecting the Department. Represent the Department and provide advocacy work in statutory tribunals and act as the Department's Freedom of Information Delegate.

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:—Legal Qualification (eg Bachelor of Laws) or other relevant tertiary qualifications.

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.

For a copy of the Statement of Duties please contact Dolores Puskaric, phone (03) 6233 7048, email dolores.puskaric@education.tas.gov.au.

Enquiries to Kerrie Moss, Department of Education, phone (03) 6233 7048, email kerrie.moss@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)

Lilydale District School

Farm Manager (963688).

Applications Close:—Friday, 28 November 2008.

Salary:—\$35,933 pro rata.

Operational Employees Award, Level 4.

Permanent part-time 30 hours per fortnight up to 42 weeks per year from 27 January 2009.

Location:—Lilydale District School.

Description of the Role:—Maintain the school farm as an educational resource; undertake a range of functions and tasks associated with the routine management, maintenance and daily operation of the school farm, including tasks requiring trade work or work requiring skills obtained through training and experience.

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:—A current drivers licence. Appropriate trade qualifications or relevant skills obtained through training and experience would be an advantage. A current Chem Cert Certificate and First Aid Certificate or the ability to obtain.

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 7251, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

EDUCATION

LEARNING SERVICES

Learning Services (North)

Winnaleah District High School

Teacher, MDT (203754).

Applications Close:—Friday, 28 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 MDT. 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 7252, fax (03) 6233 0566.

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

King Island District High School

Network Support Officer (961352).

Applications Close:—Friday, 28 November 2008.

Salary:—\$34,648–\$37,378 per annum.

Administrative and Clerical Employees Award, Level 2.

Fixed-term full-time From 22 January 2009 to 18 December 2009.

Location:—King Island District High School.

Description of the Role:—General administrative and support tasks and duties for a school or college network including troubleshooting, hardware support and software management. Undertake associated clerical/administrative 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.

Desirable Requirements:—Certificate III or IV in Information Technology. Department of Education Network Support Accreditation. A current driver's licence.

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

Electronic submission of applications is preferred.

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

Enquiries to Tim Latham, Department of Education, phone (03) 6421 7686, email tim.latham@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-West)

Penguin Primary School

Clerk (963853).

Applications Close:—Friday, 28 November 2008.

Salary:—\$34,648–\$37,378 pro rata.

Administrative and Clerical Employees Award, Level 2.

Permanent part-time 32.50 hours per fortnight for up to 42 weeks per year from 27 January 2009.

Location:—Penguin 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 Rebecca Salter, Department of Education, phone (03) 6437 2379, email rebecca.salter@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-West)

Spreyton Primary School

Teacher Aide (952062 and 952065).

Applications Close:—Friday, 28 November 2008.

Salary:—\$36,554–\$39,434 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time 30 hours per fortnight for up to 42 weeks per year from 9 February 2009.

Location:—Spreyton Primary School.

Please note that it is intended to fill this vacancy on a permanent basis. However, for a period of six months from the date of this advertisement subsequent permanent or Fixed-term vacancies may arise and may be filled as a result of this selection process.

Description of the Role:—Provide assistance to the teacher(s) by assisting with the management and learning of students.

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:—College or TAFE studies in health and/or education.

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 Durose, Department of Education, phone (03) 6427 2075, email annette.durose@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)

Abbottsfield Primary School

Principal (953127).

Applications Close:—Friday, 28 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:—Abbottsfield 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.

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 Brendan Kelly, Department of Education, phone (03) 6212 3242, email brendan.kelly@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)

Kingston High School

Teacher, Maths and Science (954315).

Applications Close:—Friday, 28 November 2008.

Salary:—\$44,449–\$71,133 per annum.

Teaching Service (TPS) Award, Teacher.

Permanent full-time from 10 February 2009.

Location:—Kingston 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 Maths and Science. 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 Helen Gourley, Department of Education, phone (03) 6229 4388, email helen.gourley@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.

EDUCATION

LEARNING SERVICES

Learning Services (South-East).

Senior Speech and Language Pathologist (953259).

Applications Close:—Friday, 28 November 2008.

Salary:—\$81,050–\$89,558 per annum.

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

Permanent full-time from 7 January 2009.

Location:—Learning Services (South East).

Description of the Role:—Work in schools as a member of a multi-disciplinary Learning Service support team to provide a speech and language pathologist service which supports students and families. Contribute to capacity building of school communities to improve access, participation and achievement of students. Provide high level advice and undertake professional speech and language pathology leadership to the Learning Services as identified by the General Manager Learning Services.

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. 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:—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 Deborah Davey, Department of Education, phone (03) 6212 3529, email deborah.davey@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)

Geilston Bay High School

Canteen Supervisor (963274).

Applications Close:—Friday, 28 November 2008.

Salary:—\$34,648 pro rata.

Operational Employees Award, Level 3.

Permanent part-time 50 hours per fortnight for up to 40 weeks per year.

Location:—Geilston Bay High School.

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

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for crimes of violence, sex related offences, serious drug offences. 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 Debra Paterson, Department of Education, phone (03) 6243 8633, email debra.paterson@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)

Lauderdale Primary School

Clerk (963830).

Applications Close:—Friday, 28 November 2008.

Salary:—\$34,648–\$37,378 pro rata.

Administrative and Clerical Employees Award, Level 2.

Permanent part-time 29.40 hours per fortnight for up to 42 weeks per year from 4 February 2009.

Location:—Lauderdale 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 Gail Reeves, 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.

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

PARKS AND WILDLIFE SERVICE

Operations and Performance

Northern Region

Ranger (340255).

Applications Close:—Friday, 28 November 2008.

Salary:—\$42,233–\$44,019 per annum.

Parks and Wildlife Service Agreement 1996, Level 3.

Permanent full-time.

Location:—Northern Region.

Allowance:—In addition to the above salary a loading of 31% under the Parks and Wildlife Industrial Agreement is payable to employees who meet the allowance conditions required by the Agreement. Total salary if meeting the conditions would be \$55,325.23 - \$57,664.89.

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

Essential Requirements:—A current motor vehicle driver's licence Workplace, Level 2 First Aid Certificate or the ability to acquire prior to appointment.

Desirable Requirements:—Progress towards a Diploma of Environmental and Cultural Resources (Park Management) or equivalent qualification from a recognised tertiary institution.

Enquiries to Dave Frelek, Parks and Reserves Manager, East Coast, for further information regarding the vacancy, phone (03) 6256 7002 or email Dave.Frelek@parks.tas.gov.au. For a copy of the Statement of Duties, contact Rowena Lundie, phone (03) 6336 5267, email Rowena.Lundie@parks.tas.gov.au.

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

HEALTH AND HUMAN SERVICES

Area Manager Community Youth Justice South (517429).

Applications Close:—Friday, 5 December 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:—Youth Justice Services, South.

Duties:—The Area Manager Youth Justice Services South is a senior member of the South West Services Executive and has primary responsibility for managing and co-ordinating professional and administrative service delivery for Youth Justice Services in Southern Tasmania with a high degree of independence by: Ensuring the effective and efficient provision of a wide variety of professional services and programmes across the community Youth Justice Service currently located in Southern Tasmania. Providing high level advice and analysis to the Area Director South West and Director Disability Families and Children with regard to policy directions and service development of the Youth Justice sector. Representing Youth Justice Services with various Government and State reference groups, forums and committees and provide advice to Agency senior

management on behalf of Youth Justice in terms of policy and service development. Acting 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. Being responsible for managing the assigned human, financial and physical resources of the Southern Youth Justice Team and supporting the optimal management of resources that may be assigned to the government Youth Justice Service sector for Southern Tasmania.

Desirable Requirements:—Demonstrated high level experience in managing a large and complex service, with an in depth knowledge of contemporary management practices, including change management and best practice methods. Demonstrated ability to provide effective leadership and supervision to a large team, including the ability to develop, monitor and review professional services, service delivery and service performance to strengthen and grow the capacity of the service. High level knowledge of all aspects of Youth Justice or the ability to quickly learn and gain a thorough understanding of all aspects of the service and its requirements.

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

Enquiries to Michael Plaister, Department of Health and Human Services, phone (03) 6230 7926, email michael.plaister@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

Local Co-ordinator, Community Partners (517113).

Applications Close:—Friday, 28 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:—Housing Tasmania, Hobart.

Duties:—As a member of Community Partners Unit, Housing Tasmania you will: Provide co-ordination and development of community resources to ensure a high level of service delivery to the community, within programme areas that seek to address homelessness and housing affordability in accordance with the service development priorities of Housing Tasmania. Respond to and address issues relating to complex projects, particularly those related to the provision and maintenance of operational linkages with local community organisations; and assist in planning for the development of community resources in local areas.

There is a particular focus on the management and administration of services purchased from the community sector.

Desirable Requirements:—Highly developed strategic, conceptual, analytical and creative skills including an ability to understand the political, social and organisational environment and identify relevant issues. High level interpersonal, communication, negotiation and conflict resolutions skills and an ability to represent the Housing Tasmania and to identify and negotiate mutually acceptable solutions in situations of differing interests. A well demonstrated ability to develop policy and programmes and to market options to affected parties.

Enquiries to Rogier Dunnewijk, Department of Health and Human Services, phone (03) 6233 8464, email roger.dunnewijk@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

Manager Child Protection, North West (517165).

Applications Close:—Friday, 5 December 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:—Children and Family Services, North West.

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

Desirable Requirements:—This is a senior Management position that requires demonstrable leadership skills. High level experience in and knowledge of Child Protection or a related human services field. Demonstrated ability in operational planning and managing a significant reform programme in order to build a newly integrated child protection system in an open supportive and child focused organisational culture. Proven ability to manage financial, human and physical resources and to monitor efficiency and effectiveness.

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

Enquiries to Yvonne Kachel, Department of Health and Human Services, phone (03) 6434 6402, email yvonne.kachel@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

Tenancy Officer (517089).

Applications Close:—Friday, 28 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 tenancy management services to a portfolio of public housing 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. 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.

Enquiries to Alice Jarman, Department of Health and Human Services, phone (03) 6434 6291, email alice.jarman@dhhs.tas.gov.au.

NB:—An information session will be held Monday 24 November between 6.00pm -7.30pm at Level 1 Reece House 46 Mount St Burnie. This is an ideal opportunity to gain a greater insight into the role, meet the Team Leader, learn more about Housing Tasmania and have your questions answered.

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

BUSINESS SERVICES NETWORK

Facilities Management

Contracts and Maintenance

Energy and Contract Performance Analyst (500659).

Applications Close:—Friday, 5 December 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:—Provide high level policy advice, analysis and develop strategies to optimise energy efficiency in DHHS buildings with particular reference to the Department's climate change policies as well as reducing costs.

Desirable Requirements:—Extensive knowledge and understanding of contracts, their preparation and management, including their legal and practical implications. Demonstrated ability to manage (develop and implement) a strategic energy management plan with provides the optimal balance between energy reduction and service need. Demonstrated ability to manage contractor performance and take appropriate and innovative action to ensure that contracts are effectively managed so that Departments objectives are met.

Enquiries to Wayne Eastley, Department of Health and Human Services, phone (03) 6233 6847, email [wayne](mailto:wayne.eastley@dhhs.tas.gov.au).

eastley@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.

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Administrative Assistant (508766).

Applications Close:—Friday, 28 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:—Royal Hobart Hospital.

Duties:—Provide a high level of business, secretarial and administrative support and assist in the efficient and effective operation of the Diabetes and Endocrine Services unit and the Endocrinology Laboratory unit at the Royal Hobart Hospital. Co-ordinate a wide range of administrative services within the service and undertake specific projects as required.

Enquiries to Tim Greenaway, Department of Health and Human Services, phone (03) 6222 7330, mobile 0408121054, email tim.greenaway@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

Food Services Officer—2 Vacancies.

Applications Close:—Friday, 28 November 2008.

Salary:—\$32,898–\$33,620 pro rata.

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

Vacancy No. 507970.

Permanent part-time shift work, 30 hours per fortnight.

Location:—Royal Hobart Hospital.

Vacancy No. 507968.

Permanent part-time shift work, 30 hours per fortnight.

Location:—Royal Hobart Hospital.

Duties:—Assist in maintaining a high standard of food preparation, production, service, meal distribution, warewashing and cleaning of the hospital service areas at all times and in accordance with the relevant codes of practice. Perform receipt and storage duties associated with food supplies. Perform general food preparation, service, menu related and cash handling duties.

Enquiries to Gwen Bloomfield, Department of Health and Human Services, phone (03) 6222 8544, email gwen.bloomfield@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Launceston General Hospital***Clinical Nurse (504153).**

Applications Close:—Friday, 28 November 2008.

Salary:—\$60,828–\$65,071 pro rata.

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

Permanent part-time shift work (fully rotational), working 56 hours per fortnight.

Location:—Medicine, Ward 6D.

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

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

Enquiries to Lorinda Upton-Greer, Department of Health and Human Services, phone (03) 6348 7329, email lorinda.upton-greer@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Launceston General Hospital***Clinical Nurse (504204).**

Applications Close:—Friday, 28 November 2008.

Salary:—\$60,828–\$65,071 pro rata.

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

Permanent part-time shift work (fully rotational), working 40 hours per fortnight.

Location:—Medicine, Ward 4D.

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

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

Enquiries to Robyn Hayes, Department of Health and Human Services, phone (03) 63487308, email robyn.hayes@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***House Services Assistant (503574).**

Applications Close:—Friday, 28 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 November 2009.

Location:—Corporate, House Services.

Duties:—To clean allocated areas in compliance with established procedures.

Desirable Requirements:—Basic cleaning skills and knowledge of cleaning procedures and machinery. Physical capacity to handle heavy objects, operate machinery and climb and work up ladders. Sound interpersonal and communications skills.

Enquiries to Colleen Horton, Department of Health and Human Services, phone (03) 63487482, email colleen.horton@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Launceston General Hospital***Private Patient Liaison Officer (517786).**

Applications Close:—Friday, 28 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:—Corporate, CEO Admin.

Duties:—Co-ordinate and manage all aspects of patient billing and revenue on behalf of hospital specialists for services provided to chargeable patients. Provide an efficient and effective liaison service for private and compensable patients at the Launceston General Hospital. Provide day-to-day co-ordination of information, forms and correspondence and documents associated with chargeable patients at the Launceston General Hospital. Co-ordinate and audit the collection of data for private practice and revenue generation in the Launceston General Hospital.

Desirable Requirements:—Ability to maintain confidentiality, exercise initiative, judgement and discretion and to work without supervision. An understanding of the Hospital's patient billing systems, the provision of the Private Practice Plan, the Medicare Benefits Schedule, the Health Insurance Act and its relation to the Health Service Agreement or the ability to quickly acquire same. Ability to interpret and analyse information and recommend or decide on appropriate course of action. High level written work and verbal communication skills, including the capacity to effectively liaise and negotiate with all stakeholders including Senior Medical Staff, patients, Medicare and representatives of private health funds.

Enquiries to Susan Jay, Department of Health and Human Services, phone (03) 63487027, email susan.jay@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***Registered Nurse—4 Vacancies.**

Applications Close:—Friday, 28 November 2008.

Salary:—\$43,859–\$59,950 per annum.

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

Vacancy No. 503892.

Permanent full-time shift worker.

Location:—Surgery, Operating Room Suite.

Vacancy No. 517549.

Permanent full-time shift worker.

Location:—Surgery, Operating Room Suite.

Vacancy No. 517806.

Permanent full-time shift worker.

Location:—Surgery, Operating Room Suite.

Vacancy No. 517807.

Permanent full-time shift worker.

Location:—Surgery, Operating Room Suite.

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.

Perioperative nurse with minimum of 2 years experience required. Preferably be multi skilled in scrub, scout, recovery and anaesthetics.

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 Ross Mace, Department of Health and Human Services, phone (03) 6348 7626, email rsmace@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***Attendant (502011a).**

Applications Close:—Friday, 28 November 2008.

Salary:—\$34,059–\$34,606 pro rata.

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

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

Location:—Nursing Services, Attendants.

Duties:—Provide attendant services that are in accordance with Agency policies and legal requirements.

Desirable Requirements:—Ability to develop. Manual handling techniques. Emergency response skills.

Understanding of Continuous Quality Improvement processes. Knowledge of and the ability to apply Occupational Health and Safety policies and Infection Control practices. Demonstrated ability to work effectively

as part of a team including multidisciplinary teams.

Enquiries to Deirdre Saltmarsh, Department of Health and Human Services, phone (03) 64306513, email deirdre.saltmarsh@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***Hospital Aide (501938).**

Applications Close:—Friday, 28 November 2008.

Salary:—\$34,059–\$34,606 pro rata.

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

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

Location:—Nursing Services, Ward Clerk/Aide.

Duties:—Maintain clean hygienic surroundings to facilitate the control of infection. Maintenance of basic ward equipment and adequate stores. Assist patients with aspects of daily living under the supervision of a Registered Nurse.

Desirable Requirements:—Demonstrated knowledge of the standards required to prevent infection. Demonstrated ability to communicate effectively both verbally and written with hospital staff and public. Ability and willingness to work as part of a team in promoting a harmonious work environment. Demonstrated ability to monitor ward/unit, equipment, stock and stores, ordering when appropriate.

Enquiries to Deirdre Saltmarsh, Department of Health and Human Services, phone (03) 6430 6518, email deirdre.saltmarsh@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***Paediatrician (502358).**

Applications Close:—Friday, 5 December 2008.

Salary:—To be negotiated.

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

Fixed-term full-time or part-time day worker with on call, hours to be negotiated. To commence as soon as possible until 7 December 2010.

Location:—Clinical Services, Women's and Children's Services.

Duties:—To provide high quality Specialist Paediatric services to the North West Regional Hospital and the North West Private Hospital.

Essential Requirements:—A medical practitioner

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

Enquiries to Dr Bert Shugg, Department of Health and Human Services, phone (03) 6440 8000, email bert.shugg@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

Ward Clerk (501864).

Applications Close:—Friday, 28 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. To commence as soon as possible until 15 November 2009.

Location:—Nursing Services, Ward Clerk/Aide.

Duties:—Provide and maintain a high standard of customer focused clerical, administrative and reception services to inpatient units at the North West Regional Hospital. To maintain confidentiality and work according to all Agency and Hospital policies, procedures and guidelines.

Desirable Requirements:—High level of oral and written communication and interpersonal skills with a demonstrated ability to interact with public and staff at all levels. Demonstrated high level skills and application in word processing, development and maintenance of spreadsheets and databases. Knowledge and application of skills in the use of mainframe information systems or a demonstrated ability to acquire.

Enquiries to Deirdre Saltmarsh, Department of Health and Human Services, phone (03) 64306518, email deirdre.saltmarsh@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Primary Health North

Director of Nursing Flinders Island (504446).

Applications Close:—Friday, 28 November 2008.

Salary:—\$80,978 per annum.

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

Permanent full-time Day Work.

Location:—Flinders Island Multi Purpose Centre.

Duties:—Manage a range of community and hospital based services provided from the relevant site, including

the management of resources and undertaking a leadership role in ensuring that clinical practice is in accordance with Agency performance objectives and community expectations. Facilitate the development and maintenance of strong communication links within the Agency and other government and non government agencies, community health service providers and other key groups and consumers regarding health service priorities. In collaboration with the ADON Clinical Performance and Quality Improvement Consultant develop and implement on-going quality improvement and client safety programmes. As part of a senior clinical practice management group, contribute to broader clinical management and service delivery issues, including policy review and the development of strategies to meet current and future service priorities.

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

Enquiries to Sue Bucher, Department of Health and Human Services, phone (03) 6559 2122, mobile 0428 592 123, email sue.bucher@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Primary Health North West

Administrative Assistant (502546).

Applications Close:—Friday, 28 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:—Burnie Community Health Centre.

Duties:—Manage and co-ordinate the provision of a complete range of efficient and effective office management services for the Burnie Community Health Centre. Provide a high level of administrative support to the Nurse Unit Manager and other staff in the Burnie and Wynyard office.

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

Enquiries to Cheryl Mole, Department of Health and Human Services, phone (03) 6434 6454, email cheryl.mole@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Primary Health North West

Home Help (502689).

Applications Close:—Friday, 28 November 2008.

Salary:—\$34,059–\$34,606 pro rata.

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

Fixed-term casual day worker, as and when required commencing as soon as possible to 30 November 2010.

Location:—Smithton.

Duties:—Within a Primary Health Care framework function effectively as a member of a health care team in providing basic support services for frail aged people and people with disabilities and their carers, provide essential household duties as assessed by the nominated assessor and approved by the relevant supervisor. These duties could include cleaning, cooking, shopping assistance, washing and ironing. Provide feedback about significant changes to the clients circumstances to the relevant supervisor, maintain accurate work records and follow established documentation guidelines, and liaise and maintain effective communication with clients, Home Help staff and other service providers 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 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 Sandra Schuurung, Department of Health and Human Services, phone (03) 6452 4672, email sandra.schuuring@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Primary Health North West

Registered Nurse (Midwife) (502995).

Applications Close:—Friday, 28 November 2008.

Salary:—\$43,859–\$59,950 pro rata.

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

Permanent part-time shift worker working 46 hours per fortnight, commencing 14 December 2008.

Location:—Smithton.

Duties:—The registered nurse/midwife will practice independently and interdependently in accordance with professional standards, professional competencies and legislative requirements in providing nursing care to clients/patients/residents.

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

Enquiries to Nancy Grogan, Department of Health and Human Services, phone (03) 6452 4650, email nancy.grogan@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Primary Health North West

Senior Community Podiatrist (502774).

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 Work.

Location:—Devonport Community Health Centre.

Duties:—To provide a high standard of Podiatric services to patients in the North West District, to work within a multidisciplinary team to build on community capacity for enhancing the health of individuals, groups and the community and, as a member of the Community Podiatry Service, provide support to an integrated podiatry/foot health service.

Essential Requirements:—Degree or Diploma from a recognised tertiary institution and registered or eligible for registration by the Tasmanian Podiatrist Registration Board. 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 Claire Massey, Department of Health and Human Services, phone (03) 6336 5123, email claire.massey@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Primary Health South

Clinical Nurse (513873).

Applications Close:—Friday, 5 December 2008.

Salary:—\$60,828–\$65,071 per annum.

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

Permanent full-time day work.

Location:—Central Highlands.

Duties:—In accordance with primary health principles, agency policies and legislative requirements functions as an advanced clinical practitioner in the Central Highlands municipality via developing, implementing and evaluating clinical and health promotion programmes; providing management support to the Manager Central Highlands Community Health Service and participating in staff education and continuous quality improvement initiatives.

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 Skye Fraser, Department of Health and Human Services, phone (03) 6233 8727, mobile 0418 394 208, email skye.fraser@dhhs.tas.gov.au.

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

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Primary Health South

Manager Central Highlands Community Health Service (518455).

Applications Close:—Friday, 5 December 2008.

Salary:—\$80,978 per annum.

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

Permanent full-time day work.

Location:—Central Highlands.

Duties:—In accordance with primary health principles, agency policies and legislative requirements undertake the management of the Central Highlands Community Health Service including leading the development, planning and co-ordination of primary health services within the Central Highlands municipal area ensuring clinical practice is in accordance with Agency performance objectives and community expectations.

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

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

Enquiries to Skye Fraser, Department of Health and Human Services, phone (03) 6233 8727, email skye.fraser@dhhs.tas.gov.au.

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

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Royal Hobart Hospital****Administrative Assistant (513901).***

Applications Close:—Friday, 28 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 day work.

Location:—Royal Hobart Hospital.

Duties:—Assist with the management of the administrative support systems for the Department's offices. Provide personal assistance as required by clinical staff of the Department, and undertake tasks such as keyboard services (including audio typing), minute/note taking, preparation of correspondence and reports. Maintain diaries and registers of appointments.

Enquiries to Jon Hughson, Department of Health and Human Services, phone (03) 6222 8935, email jon.hughson@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 (508582).***

Applications Close:—Friday, 28 November 2008.

Salary:—\$60,828–\$65,071 per annum.

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

Permanent full-time shift worker.

Location:—Hobart.

Duties:—Working as an advanced practitioner with highly developed clinical assessment skills. The ward has a Medical Admission Unit, Acute Stroke Unit, Endocrinology, Gastroenterology and Renal specialties.

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

Enquiries to Judith Voute, Department of Health and Human Services, phone (03) 6222 8563, email judith.voute@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

Customer Service Officer, PIMS (512428).

Applications Close:—Friday, 28 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 day work.

Location:—Royal Hobart Hospital.

Duties:—Input and retrieve patient information using the hospitals computerised information system in accordance with established system procedures and standards for the capture of patient details and patient activity. Receive and manage all incoming telephone and face to face enquiries. Communicate with various hospital staff as required for efficient and effective clerical support for patient care.

Enquiries to Philip Evans, Department of Health and Human Services, phone (03) 6222 8921, email philip.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.

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Children and Family Services

Client Support Officer (CPSIHousing) (518409).

Applications Close:—Friday, 28 November 2008.

Salary:—\$38,464–\$41,681 per annum.

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

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

Location:—Children and Family Services, North West.

Duties:—In a multi skilled environment, provide a high level of administrative and secretarial support as required to professional staff, management and clients to ensure the efficient and effective service delivery of Child Protection Services and Housing Tasmania with reference to the Internal Service Level Agreement dated June 2008.

Desirable Requirements:—A high level of communication and interpersonal skills with the ability to maintain a calm, efficient manner during sensitive and demanding situations. Demonstrated capacity to exercise initiative and discretion in a team environment. Demonstrated ability to undertake computer related tasks including word processing, spreadsheets and databases.

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

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

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Disability Services

Professional Officer, Speech Pathologist (507030).

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 part-time day work (30 hours per fortnight) commencing 01 December 2008 until 30 November 2009.

Location:—Disability Services, North.

Duties:—Provide specialist habilitation Speech Pathology 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 Speech Pathology 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 behaviours valued by the community, which enhances the image of people with disabilities. Demonstrated specialist skills in the disability field and contemporary knowledge of speech pathology.

Essential Requirements:—Degree or diploma in Applied Science, Speech Pathology or equivalent and eligibility for membership of the Speech Pathology Australia (SPA). 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 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****Housing Access Officer (517020).***

Applications Close:—Friday, 28 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 02 January 2009 until 04 June 2009.

Location:—Housing Tasmania, South.

Duties:—Ensure client access to appropriate housing services 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, 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. Demonstrated ability to, use initiative and utilise problem solving skills.

Enquiries to Merlene Walker, Department of Health and Human Services, phone (03) 6216 4492, email merlene.walker@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****Programme Delivery Officer (2 Vacancies) (515730).***

Applications Close:—Friday, 5 December 2008.

Salary:—\$52,481–\$54,291 per annum.

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

Fixed-term part-time day work (45.6 hours per fortnight) commencing 02 February 2009 until 31 January 2010 for both vacancies.

Location:—Youth Justice Services, Ashley Youth Detention Centre.

Duties:—To design, develop, implement and manage appropriate learning programmes for residents of Ashley Youth Detention Centre that maximise education, rehabilitation and reintegration for young people in custody, in accordance with legislative and educational requirements and individual case management plans.

Desirable Requirements:—Knowledge and understanding of teaching/training principles preferably with a knowledge of curriculum content and TAFE competencies appropriate to the applicant's area of teaching experience/expertise and the programmes to be delivered. Good interpersonal and communication skills, particularly regarding young people with high needs, learning and behavioural challenges. Strong liaison and consultation skills, with the ability to work across organisational boundaries, promote partnership and

maintain a collaborative approach with a wide range of clients, service providers and organisations.

Highly desirable: Experience relevant to the field, a Certificate IV Workplace Assessment and Training.

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

Enquiries to Ben Burbury, Department of Health and Human Services, phone (03) 6362 8821, email ben.burbury@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

OFFICE OF THE SECRETARY

*New Royal Project****Project Officer (517253).***

Applications Close:—Friday, 28 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 from February 2009 to February 2011.

Location:—Hobart.

Duties:—As a member of the Project Team assist the Project Manager with the development, management and implementation of project management strategies, plans and processes including Project Planning, Risk Management, Quality Management, Value Management, Resource Management, Financial Management, Consultant Management, Change Management and Probity Management. Co-ordinate and deliver sub-components of the Project as assigned by the Project Manager. Assist other members of the Project Team to meet project objectives.

Desirable Requirements:—Project management experience preferably in relation to capital works projects. Knowledge of contemporary project and contract management practices and techniques, including managing the interface with clients and user groups and the direction and co-ordination of consultants and contractors and with specific knowledge of quality management, value management, risk management and stakeholder management. Demonstrated ability to apply contemporary management techniques in a complex and rapidly changing environment, to monitor effectiveness and efficiency and to deliver results.

Enquiries to Stuart McFadzean, Department of Health and Human Services, phone (03) 6233 4852, email stuart.mcfadzean@dhhs.tas.gov.au.

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

HEALTH AND HUMAN SERVICES

STATEWIDE SYSTEMS DEVELOPMENT

*Mental Health Services.***Allied Health Professional (518259).**

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 shift work (fully rotational), shift penalty rates, on call allowances and assistance with relocation are also offered.

Location:—Crisis, Assessment and Treatment (CAT), Mental Health Services North West Tasmania.

Duties:—The CAT function clinicians are part of an integrated multidisciplinary team that provide triage, assessment and community treatment within an assertive case management framework. The successful applicant will be an adaptable, goal orientated person who values client centred practice and enjoys working with families, carers and partner agencies when developing individual service plans with clients. This new position is located on the North West Coast of Tasmania which is central to wonderful beaches, bushwalking tracks, fantastic fishing spots, world heritage sites, major sporting arenas and other entertainment attractions. Applicants will have the opportunity to assist in the development of this new service in a unique rural setting.

Essential Requirements:—Degree in Social Work giving eligibility for membership in the Australian Association for Social Workers, or a Masters Degree in Clinical Psychology and registrable to practice as a Psychologist in the State of Tasmania; or a four year degree in Psychology with two years supervised clinical experience and registrable to practice as a Psychologist in the State of Tasmania; or Graduate of an approved School of Occupational Therapy and eligibility for membership to OT Australia (Australian Association of Occupational Therapists). The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction Check in the following areas: crimes of violence; sex related offences; serious drug offences; and crimes involving dishonesty. Identification Check. Disciplinary action in previous employment check.

Enquiries to Amanda-Jane Pearce, Department of Health and Human Services, phone (03) 6434 4070, mobile 0407 548 188, email amanda-jane.pearce@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE SYSTEMS DEVELOPMENT

*Mental Health Services***Clinical Nurse (504833).**

Applications Close:—Friday, 28 November 2008.

Salary:—\$60,828–\$65,071 per annum.

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

Permanent full-time shift work (fully rotational).

Location:—Mental Health Services North.

Duties:—As part of a multi-disciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Clinical Nurse provides leadership in all aspects of nursing care and is responsible for prioritising and co-ordinating the delivery of clinical care to all clients within the designated unit in an efficient and effective manner, collaborates with staff to formulate and implement quality improvement activities consistent with best practice and consumer-focused outcomes and supports the CNC/CNM/Team Leader in a team approach to implementing policies and procedures and practices to meet the model of care within the designated unit.

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

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

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

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

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HEALTH AND HUMAN SERVICES

STATEWIDE SYSTEMS DEVELOPMENT

*Mental Health Services***Community Mental Health Nurse (518261).**

Applications Close:—Friday, 28 November 2008.

Salary:—\$54,463–\$65,071 per annum.

Nurses (TPS) Award, Community FCH Nurse.

Permanent full-time shift work (fully rotational), shift penalty rates, on call allowances and assistance with relocation are also offered.

Location:—Crisis, Assessment and Treatment (CAT) Function, Mental Health Services North West Tasmania.

The CAT function clinicians are part of an integrated multidisciplinary team that provide triage, assessment and community treatment within an assertive case management framework. The successful applicant will be an adaptable, goal orientated person who values client centred practice and enjoys working with families, carers and partner agencies when developing individual service plans with clients. This new position is located on the North West Coast of Tasmania which is central to wonderful beaches, bushwalking tracks, fantastic fishing spots, world heritage sites, major sporting arenas and other entertainment attractions. Applicants will have the opportunity to assist in the development of this new service in a unique rural setting.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania. A current psychiatric nursing practising certificate or be authorised by the Nursing Board of Tasmania to work in a psychiatric nursing position. A current drivers licence. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion 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 Amanda-Jane Pearce, Department of Health and Human Services, phone (03) 6434 4070, mobile 0407 548 188, email amanda-jane.pearce@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE SYSTEMS DEVELOPMENT

Mental Health Services

Community Mental Health Nurse (518262).

Applications Close:—Friday, 28 November 2008.

Salary:—\$54,463–\$65,071 per annum.

Nurses (TPS) Award, Community FCH Nurse.

Permanent full-time shift work (fully rotational), shift penalty rates, on call allowances and assistance with relocation are also offered.

Location:—Crisis, Assessment and Treatment (CAT), Mental Health Services North West Tasmania.

Duties:—The CAT function clinicians are part of an integrated multidisciplinary team that provide triage, assessment and community treatment within an assertive case management framework. The successful applicant will be an adaptable, goal orientated person who values client centred practice and enjoys working with families, carers and partner agencies when developing individual service plans with clients. This new positions is located on the North West Coast of Tasmania which is central to wonderful beaches, bushwalking tracks, fantastic fishing spots, world heritage sites, major sporting arenas and other entertainment attractions. Applicants will have the opportunity to assist in the development of this new service in a unique rural setting.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania. A current psychiatric nursing practising certificate or be authorised by the Nursing Board of Tasmania to work in a psychiatric nursing position. A current drivers licence. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion 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 Amanda-Jane Pearce, Department of Health and Human Services, phone (03) 6434 4070, mobile 0407 548 188, email amanda-jane.pearce@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.

Please do not send applications to the contact person.

HEALTH AND HUMAN SERVICES

STATEWIDE SYSTEMS DEVELOPMENT

Mental Health Services

Community Mental Health Nurse (518263).

Applications Close:—Friday, 28 November 2008.

Salary:—\$54,463–\$65,071 per annum.

Nurses (TPS) Award, Community FCH Nurse.

Permanent full-time shift work (fully rotational), shift penalty rates, on call allowances and assistance with relocation are also offered.

Location:—Crisis, Assessment and Treatment (CAT), Mental Health Services North West Tasmania.

Duties:—The CAT function clinicians are part of an integrated multidisciplinary team that provide triage, assessment and community treatment within an assertive case management framework. The successful applicant will be an adaptable, goal orientated person who values client centred practice and enjoys working with families, carers and partner agencies when developing individual service plans with clients. This new positions is located on the North West Coast of Tasmania which is central to wonderful beaches, bushwalking tracks, fantastic fishing spots, world heritage sites, major sporting arenas and other entertainment attractions. Applicants will have the opportunity to assist in the development of this new service in a unique rural setting.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania. A current psychiatric nursing practising certificate or be authorised by the Nursing Board of Tasmania to work in a psychiatric nursing position. A current drivers licence. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion 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 Amanda-Jane Pearce, Department of Health and Human Services, phone (03) 6434 4070, mobile 0407 548 188, email amanda-jane.pearce@dhhs.tas.gov.au.

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HEALTH AND HUMAN SERVICES

STATEWIDE SYSTEMS DEVELOPMENT

Mental Health Services

Community Mental Health Nurse (518260).

Applications Close:—Friday, 28 November 2008.

Salary:—\$54,463–\$65,071 per annum.

Nurses (TPS) Award, Community FCH Nurse.

Permanent full-time shift work (fully rotational), shift penalty rates, on call allowances and assistance with relocation are also offered.

Location:—Crisis, Assessment and Treatment (CAT), Mental Health Services North West Tasmania.

Duties:—The CAT function clinicians are part of an integrated multidisciplinary team that provide triage, assessment and community treatment within an assertive case management framework. The successful applicant will be an adaptable, goal orientated person who values client centred practice and enjoys working with families, carers and partner agencies when developing individual service plans with clients. This new positions is located on the North West Coast of Tasmania which is central to wonderful beaches, bushwalking tracks, fantastic fishing spots, world heritage sites, major sporting arenas and other entertainment attractions. Applicants will have the opportunity to assist in the development of this new service in a unique rural setting.

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania. A current psychiatric nursing practising certificate or be authorised by the Nursing Board of Tasmania to work in a psychiatric nursing position. A current drivers licence. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion 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 Amanda-Jane Pearce, Department of Health and Human Services, phone (03) 6434 4070, mobile 0407 548 188, email amanda-jane.pearce@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE SYSTEMS DEVELOPMENT

Mental Health Services

Health Care Assistant (507463).

Applications Close:—Friday, 28 November 2008.

Salary:—\$34,812–\$35,533 pro rata.

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

Fixed-term casual shift worker working as and when required, commencing as soon as possible to 29 November 2010.

Location:—Community Dementia Team, Mental Health Services North.

Duties:—As part of a multi-disciplinary team delivery 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 Health Care Assistant will provide daily support to a designated client group and provide support to medical, nursing and allied health professional staff in the delivery of care to clients of Mental Health Services across a variety of settings.

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

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

Enquiries to Jennifer Mayne, Department of Health and Human Services, phone (03) 6336 4156, email jennifer.mayne@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE SYSTEMS DEVELOPMENT

Mental Health Services

Occupational Therapist (502825a).

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.

Fixed-term full-time day work, commencing as soon as possible to 30 October 2009.

Location:—Mental Health Services North West.

Duties:—As part of a multi-disciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Occupational Therapist undertakes the delivery of quality client care services utilising evidence-based, best practice and recovery principles within a collaborative and multi-disciplinary framework, provides a specialist Occupational Therapy assessment and treatment service to clients of the Adult Community Mental Health Service and their families or carers in relation to mental health issues and in accordance with discipline specific skills and abilities, acts as a consultant to other Agencies with regard to the support and management of clients with mental health needs and promotes community awareness in relation to mental health.

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

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

Enquiries to Christine Lander, Department of Health and Human Services, phone (03) 6434 6434, email christine.lander@dhhs.tas.gov.au.

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

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Please do not send applications to the contact person.

INFRASTRUCTURE, ENERGY AND RESOURCES

ROADS AND TRAFFIC

*Operations***Engineer (371644).**

Applications Close:—Friday, 28 November 2008.

Salary:—\$48,145–\$71,663 per annum.

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

Permanent full-time 73.5 hours per fortnight.

Location:—Launceston.

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

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

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

Enquiries to David Sondergeld, Manager Northern Maintenance and Projects, Department of Infrastructure, Energy and Resources, phone (03) 6336 2104, email david.sondergeld@dier.tas.gov.au.

Applications to Manager, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936, Hobart 7001, phone (03) 6233 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.

INFRASTRUCTURE, ENERGY AND RESOURCES

ROADS AND TRAFFIC

*Operations***Executive Assistant (372048).**

Applications Close:—Friday, 28 November 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Fixed-term full-time 73.5 hours per fortnight for 6 months.

Location:—Hobart.

Duties:—Provide administrative and clerical support to the management and staff of various offices of the Operations Branch as required.

Enquiries to Martin Crane, Manager Business Services, Department of Infrastructure, Energy and Resources, phone (03) 6233 2444, email martin.crane@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.

INFRASTRUCTURE, ENERGY AND RESOURCES

ROADS AND TRAFFIC

*Operations***Manager Northern Operations (370381).**

Applications Close:—Friday, 28 November 2008.

Salary:—\$94,609–\$102,588 per annum.

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

Permanent full-time 73.5 hours per fortnight.

Location:—Launceston.

Duties:—Effectively manage the Operations Branch northern-based resources to maximise, in collaboration with stakeholders, the State's investment in maintaining and developing the road network in Tasmania. Provide high-level specialist advice on complex technical issues to facilitate the effective delivery of the Capital Investment Programme in the North of the State in accordance with Government and Agency policies and objectives.

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

Desirable Requirements:—Other relevant qualifications.

Enquiries to Daryl Watson, Manager Maintenance Services, Department of Infrastructure, Energy and Resources, phone (03) 6233 3011, email daryl.watson@dier.tas.gov.au.

Applications to Manager, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936, Hobart 7001, phone (03) 6233 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.

INFRASTRUCTURE, ENERGY AND RESOURCES

ROADS AND TRAFFIC

*Operations***Project Manager (372185).**

Applications Close:—Friday, 28 November 2008.

Salary:—\$74,655–\$88,620 per annum.

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

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

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

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

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

Enquiries to Geoff Mulcahy, Manager Project Services, Department of Infrastructure, Energy and Resources, phone (03) 6233 3553, email geoff.mulcahy@dier.tas.gov.au.

Applications to Manager, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936, Hobart 7001, phone (03) 6233 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.

INFRASTRUCTURE, ENERGY AND RESOURCES

ROADS AND TRAFFIC

Operations

Senior Project Manager (372235).

Applications Close:—Friday, 28 November 2008.

Salary:—\$94,609–\$102,588 per annum.

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

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:—Project manage and deliver a range of complex and/or high-risk projects throughout the State on behalf of the Agency, and provide key project support and advice to projects being managed by other Branches. Provide high-level specialist advice on complex technical issues to facilitate the effective delivery of the Capital Investment Programme throughout the State in accordance with Government and Agency policies and objectives.

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

Desirable Requirements:—Other relevant qualifications.

Enquiries to Geoff Mulcahy, Manager Project Services, Department of Infrastructure, Energy and Resources, phone (03) 6233 3553, email geoff.mulcahy@dier.tas.gov.au.

Applications to Manager, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936, Hobart 7001, phone (03) 6233 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.

JUSTICE

CROWN LAW

Director of Public Prosecutions

Receptionist/Administrative Assistant (355429).

Applications Close:—Friday, 28 November 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time 73.50 hours per fortnight.

Location:—Hobart.

Tasmanian State Service Award:—Applicants should note that the above salary range will increase in accordance with the new Tasmanian State Service Award, please see the following website for details www.dpac.tas.gov.au/divisions/psmo/ click on public Sector Wages Agreement.

Duties:—Provide personal and telephone reception facilities of a high quality ensuring sensitive and confidential handling of enquiries, including attending to public inquiries, liaison with complainants and witnesses, the legal profession, courts and police.

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 Liz Foster, Supervisor Business Support, Crown Law, Department of Justice, phone (03) 6233 5984, email liz.foster@justice.tas.gov.au.

Applications to Lee Steedman, Administrative Support Officer, Department of Justice, G.P.O. Box 825, Hobart, Tas 7001, phone (03) 6233 9265, 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 Liz Foster on (03) 6233 5984.

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

LEGAL AID COMMISSION OF TASMANIA

Family Law Secretary (355901).

Applications Close:—Friday, 28 November 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—Hobart.

Duties:—Co-ordinate the secretarial and administrative functions of an assigned group of solicitors to ensure smooth delivery of services to clients. Be the first point of contact between clients of the assigned practitioners, members of the public, legal profession and staff in other government agencies and instrumentalities, and receive all mail and incoming telephone calls. Provide secretarial and administrative support including the maintenance of individual practitioners' files within the Commission's computer system, resubmit systems, diary and any other systems used for support of the in-house legal practice and produce and process confidential documents and correspondence using a broad range of computer software, audio equipment and word processing systems.

Desirable Requirements:—Significant secretarial experience in the area of Family Law.

Contact:—Statement of Duties, Information for Applicants and Application for Employment forms are available at www.jobs.tas.gov.au or phone Leesa Bevan on (03) 6236 3820 or email Leesa.Bevan@legalaid.tas.gov.au.

Enquiries to Leesa Bevan, Director's Assistant, Legal Aid Commission of Tasmania G.P.O. Box 9898 Hobart, Tas, 7001, phone (03) 6236 3820, fax (03) 6236 3811, email Leesa.Bevan@legalaid.tas.gov.au.

Applications to Leesa Bevan, Director's Assistant, Legal Aid Commission of Tasmania, G.P.O. Box 9898, Hobart, Tas, 7001, phone (03) 6236 3820, fax (03) 6236 3811, email Leesa.Bevan@legalaid.tas.gov.au.

JUSTICE

TASMANIA PRISON SERVICE

Finance and Support Services

Maintenance

Maintenance Administrator (356007).

Applications Close:—Friday, 28 November 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Fixed-term full-time as soon as possible for a period of 6 months.

Location:—Risdon Prison.

Tasmanian State Service Award:—Applicants should note that the above salary range will increase in accordance with the new Tasmanian State Service Award. Please see the following website for details www.dpac.tas.gov.au/divisions/psmo/ click on Public Sector Wages Agreement.

Duties:—Assist in project tasks relating to major and minor works projects and associated reporting. Assist in the oversight of maintenance contracts, and liaise with contractors as required. Assist in establishing and maintain a comprehensive asset register. Building and engineering services including specifications and cost estimates for projects and maintenance programmes.

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

Desirable Requirements:—Current driver's license, Current first Aid Certificate, PC skills, relevant trade qualification or building experience in a prison environment.

Enquiries to Michael Flood, Maintenance Manager, Department of Justice, phone (03) 6216 8186, email Michael.flood@justice.tas.gov.au.

Applications to Lee Steedman, Administrative Support Officer, Department of Justice, G.P.O. Box 825, Hobart, tas 7001, phone (03) 6233 9265, 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 Michael.Flood@justice.tas.gov.au or on (03) 6216 8186.

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

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

JUSTICE

TASMANIA PRISON SERVICE

*Integrated Offender Management***Administrative Support Officer Sport and Recreation (355206).**

Applications Close:—Friday, 28 November 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Fixed-term full-time For a period of 12 months.

Location:—Risdon.

Tasmanian State Service Award:—Applicants should note that the above salary range will increase in accordance with the new Tasmanian State Service Award www.dpac.tas.gov.au/divisions/psmo/ click on Public Sector Wages Agreement.

Duties:—Provide a wide range of clerical duties for the efficient and effective delivery of services. Prepare routine correspondence utilising a variety of computer software packages. Develop and maintain assets registers of all sport and recreation equipment within the Tasmanian Prison Service.

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

Enquiries to Jonathon Field, Manager programmes and Case co-ordination, Department of Justice, phone (03) 6216 8158, email Jonathon.Field@justice.tas.gov.au.

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

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

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

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

JUSTICE

WORKPLACE STANDARDS TASMANIA

Communications and Education Consultant (356051).

Applications Close:—Friday, 28 November 2008.

Salary:—\$56,854–\$60,476 per annum.

Administrative and Clerical Employees Award, Level 7.

Permanent full-time 73.50 hours per fortnight.

Location:—Rosny.

Tasmanian State Service Award:—Applicants should note that the above salary range will increase in accordance with the new Tasmanian State Service Award, please see the following website for details www.dpac.tas.gov.au/divisions/psms/ click on public Sector Wages Agreement.

Duties:—Co-ordinate WST's external media strategy, using divisional media protocols and policies including researching and writing media releases in accordance with Agency guidelines. Provide the point of contact for media issues including liaising with Department of Justice, Minister's office, senior managers and other media spokespersons. Work with WST branches to co-ordinate and edit publications, newsletters, Safety Alerts and other promotional material ensuring adherence to the Whole of Government Communications Policy. Research and write speeches and briefing notes for the Minister, senior managers and other spokespersons in accordance with Agency guidelines.

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

Enquiries to Beth Chapman, Manager, SIBU Workplace Standards Tasmania, Department of Justice, mobile 0415543530, email Beth.chapman@justice.tas.gov.au.

Applications to Lee Steedman, Administration Support Officer, Department of Justice, G.P.O. Box 825 Hobart, Tas 7001, phone (03) 6233 9265, 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 Daphne.Webb@justice.tas.gov.au or on (03) 6233 6809.

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

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

JUSTICE

WORKPLACE STANDARDS TASMANIA

Policy, Planning and Services

Administrative and Clerical Officer (355771).

Applications Close:—Friday, 28 November 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time 73.50 hours per fortnight.

Location:—Rosny.

Applicants should note that the above salary range will increase in accordance with the new Tasmanian State Service Award, please see the following website for details www.dpac.tas.gov.au/divisions/psmo/ click on public Sector Wages Agreement.

Duties:—Provide secretarial, reception, clerical, keyboard, administrative, data processing and other support, primarily to the work area to which the person is assigned, but also to other areas as required. Preparation of documentation including draft minutes, briefings, ministerial and other correspondence and related matters through providing keyboard and other support. First point of contact for both personal and telephone enquiries. Cashier and banking functions.

Enquiries to John Hitchcock, Manager Support Services, Workplace Standards Tasmania, Department of Justice, phone (03) 6233 8403, email john.hitchcock@justice.tas.gov.au.

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

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 john.hitchcock@justice.tas.gov.au or on (03) 6233 8403.

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

SOUTHERN DISTRICT

Southern Regional Prosecution Services

Legal Practitioner (000361).

Applications Close:—Friday, 28 November 2008.

Salary:—\$40,192–\$51,055 per annum.

Legal Practitioners Agreement 2005, Level 1.

Fixed-term full-time 2 Years.

Location:—Hobart.

Duties:—Safe at Home is a pro arrest, pro prosecution response to family violence that integrates and extends the range of services available to support victims and children. Safe at Home Legal Practitioners will provide prosecutorial support to the Department, in particular, matters relating to family violence issues.

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 Mr Mark Miller, Principal Legal Officer, Legal Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, Tas, 7001, phone (03) 6230 2549, email mark.miller@police.tas.gov.au.

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

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

*Corporate Services***Computer Systems Developer (521239).**

Applications Close:—Monday, 1 December 2008.

Salary:—\$58,321–\$64,105 per annum.

Tasmania Fire Service Finance and Administration Agreement 1996, Administration and Clerical, Level 6.

Permanent full-time.

Location:—Cnr Argyle and Melville Streets.

Duties:—Develop and maintain applications for Tasmania Fire Service (TFS), and provide support and administration of the IT infrastructure.

Desirable Requirements:—Highly desirable to have professional IT knowledge gained through satisfactory completion of a relevant course of study at a tertiary institution and appropriate industry certificates. Experience with Sybase; PowerBuilder; critical 24x7 operational applications; Net; database triggers and procedures; Solaris; C programming on UNIX and ITIL methodology would be an advantage. Current driver's licence. To be considered for an interview an applicant must address each of the selection criteria outlined in the Statement of Duties. An Application for Employment is to be completed and forwarded with your application. Statement of Duties including selection criteria and Application for Employment form is available from Iain Larner on (03) 6230 8671 or from www.jobs.tas.gov.au.

Enquires to Iain Larner on (03) 6230 8671.

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

PRIMARY INDUSTRIES AND WATER

BIOSECURITY AND PRODUCT INTEGRITY

*Quarantine Services***Quarantine Officer (702648).**

Applications Close:—Friday, 28 November 2008.

Salary:—\$34,003–\$37,378 per annum.

Technical Employees Award, Level 1.

Permanent part-time (see below).

Location:—Devonport.

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

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

Please Note: Although the vacancy is initially based in Devonport this could change to Launceston or Hobart, depending on shipping and airline schedules in those regions. Notwithstanding this, relief work, possibly at short notice will be required in approved import/export inspection facilities and other areas as required.

The successful applicant will be required to work in accordance with an approved roster. This roster includes a variety of work patterns, which necessitate work outside normal Departmental hours. This includes weekend, public holidays, on call and occasional return to work at short notice. Work patterns are also dictated by seasonal and other external demands. The current roster plan is for the occupant to work two weekends on, one weekend off, Saturday and Sunday from 6:30am to 9:30am.

Duties:—Carry out routine quarantine clearances for both imports and exports at the barrier and in approved associated locations.

Essential Requirements:—Eligible for admission to the Certificate IV in Government (Statutory Investigation and Enforcement) Quarantine course or an equivalent course. 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: Satisfactory security clearance as required by airport authorities.

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 Paul Nas, phone (03) 6398 8401, email paul.nas@aqis.gov.au.

Applications to Sam Allen, Administration Officer, Quarantine Services, Department of Primary Industries and Water, Macquarie Wharf No.1, Hunter Street, Hobart, Tas, 7000, phone (03) 6233 3626, fax (03) 6233 3307, email sandra.allen@dpiw.tas.gov.au.

PRIMARY INDUSTRIES AND WATER

INFORMATION AND LAND SERVICES

*Office of the Valuer General***Senior Valuer (702942).**

Applications Close:—Friday, 28 November 2008.

Salary:—\$80,381–\$85,813 per annum.

Professional Employees Award, Level 4.

Permanent full-time.

Location:—Hobart.

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

Duties:—To manage the direction, control and quality assurance for the provision of statutory valuation services in Tasmania. To manage and undertake the more complex and critical valuations services in a project management context. As a senior professional practitioner, the occupant is responsible for providing high level professional and timely advice to the Valuer-General and clients of the Office of the Valuer-General. The occupant is required to appear in court as an expert witness which includes the preparation of proofs of evidence. The occupant is required to manage and participate in all processes and procedures undertaken by the Office of the Valuer-General including human, physical and financial resources.

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

A current motor vehicle driver's licence.

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

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

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

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

PRIMARY INDUSTRIES AND WATER

INFORMATION AND LAND SERVICES

*Office of the Valuer General***Specialist Research Officer (Statistical and Technical) (702943).**

Applications Close:—Friday, 28 November 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

Duties:—Undertake research and statistical analysis of property data including quantitative and qualitative techniques. Provide technical and statistical advice/commentary to the Valuer-General, stakeholders and Office of the Valuer-General staff. Develop the computerised statistical and analytical valuation tools as required by the Office of the Valuer-General.

Desirable Requirements:—Extensive working experience in computer valuation data and statistical analysis, databases, GIS systems and the ability to develop associated computer software on varying platforms. A tertiary qualification in a relevant discipline. 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 Tony Wright, phone (03) 6216 4202, email anthony.wright@dpiw.tas.gov.au.

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

PRIMARY INDUSTRIES AND WATER

PRIMARY INDUSTRIES

*Regional and Business Development***Policy Analyst (702411).**

Applications Close:—Friday, 28 November 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—New Town or Launceston (subject to negotiation).

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

Duties:—Provide policy advice and industry analysis that underpins the industry development plans within the Primary Industries Division. Provide advice on legislation administered by the PI Division. Prepare and evaluate Ministerial and Agency correspondence, Cabinet Minutes and briefing notes. Liaise and consult with other State and Commonwealth agencies, local government, private enterprise and industry organisations to ensure their input into policy and industry development support. Provide policy and executive support to the Board of Advice and Reference and Marine Farming Planning Review Panel.

Desirable Requirements:—A Degree in Economics, Agricultural Science or other relevant Degree, or relevant experience in public administration, policy research and industry analysis. 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 Sally Smith, phone (03) 6336 5418, email sally.smith@dpiw.tas.gov.au.

Applications to Mrs Sally Smith, Administrative Support Officer, Primary Industries Division, Department of Primary Industries and Water, P.O. Box 46, Kings Meadows, Tas, 7249, phone (03) 6336 5418, fax (03) 6336 5400, email sally.smith@dpiw.tas.gov.au.

PRIMARY INDUSTRIES AND WATER

INLAND FISHERIES SERVICE

Utility Officer (700013).

Applications Close:—Friday, 28 November 2008.

Salary:—\$34,648 per annum.

Operational Employees Award, Level 3.

Permanent full-time.

Location:—Salmon Ponds (Plenty).

Duties:—To maintain the grounds, fish ponds, buildings, water supply infrastructure and equipment at the Salmon Ponds and the ground and general property maintenance at the Service's other properties (New Norfolk and Lampton Avenue). The occupant will also be required to participate in fish husbandry activities, fish transport and fish trapping.

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 Tony Wright, phone 6261 8061 or 6216 4202, email anthony.wright@dpiw.tas.gov.au.

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

TAFE TASMANIA

DELIVERY TEAMS

Team Leader (Natural Resources and Forestry)—2 Vacancies.

Applications Close:—Friday, 5 December 2008.

Salary:—\$76,783 per annum.

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

Vacancy No. 001329.

Permanent full-time.

Location:—South.

The duties of this Team Leader will focus on pre-employment training.

Vacancy No. 330135.

Permanent full-time.

Location:—South.

The duties of this Team Leader will focus on Enterprised based delivery.

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

Duties:—To facilitate the delivery of educational and training service programmes offered by TAFE Tasmania, motivate and lead teaching teams and participate as a member of the management team. Required to manage, contribute to, and participate in the development and delivery of a range of general and specific innovative training programmes and services whilst undertaking management functions involving staff, resource allocation, monitoring, planning and student administration within a framework defined by the commercial objectives of TAFE Tasmania and with the demands of industry.

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

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

Enquiries to Kerryn Meredith-Sotiris, A/Campus Leader Clarence, TAFE Tasmania, phone (03) 6245 8174, mobile 0417 032 897, email Kerryn.Meredith-Sotiris@tafe.tas.edu.au.

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

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

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

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

TAFE TASMANIA

DELIVERY TEAMS

Automotive

Teacher (Light Vehicle Electrical/Auto Electrical) (322797).

Applications Close:—Friday, 28 November 2008.

Salary:—\$45,875–\$68,649 per annum.

TAFE Teachers Award, Teacher.

Permanent full-time.

Location:—South.

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

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

It would be advantageous for potential applicants to have the ability to work with and teach Auto Electrical and related electrical, electronic systems including management/control systems.

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

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

Enquiries to Les Doran, A/Team Leader, Automotive South, TAFE Tasmania, phone (03) 6233 7420, email Les.Doran@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

Procurement and Property Branch

Senior Property Officer (723695).

Applications Close:—Friday, 5 December 2008.

Salary:—\$56,854–\$60,476 per annum.

Administrative and Clerical Employees Award, Level 7.

Permanent full-time.

Location:—Hobart.

Duties:—In the context of the selection criteria, to be successful in the position applicants will manage office accommodation programmes including: . participating in the management of the office works projects and building maintenance; . the primary control of the statutory maintenance and office works programme; and. assisting with the property unit sales programme and leasing matters.

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

Enquiries to Gary Boud, Assistant Director, Procurement and Property Branch, Department of Treasury and Finance, phone (03) 6233 3403, email Gary.boud@treasury.tas.gov.au.

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

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

Staff Movements

Permanent Appointments

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Economic Development & Tourism	Training and Development Officer	S. Somerville	Nil	13.11.08
Environment, Parks, Heritage & the Arts	ICT Support Services Manager	M. La Palombara	6 months	12.11.08
Health & Human Services	Administrative Assistant	M. Holland	6 months	08.12.08
Health & Human Services	Radiographer	S. Liepa	6 months	10.11.08
Health & Human Services	Dental Attendant	A. Preece	6 months	10.11.08
Health & Human Services	Senior Speech Pathologist	M Newton	6 months	11.11.08
Health & Human Services	Community Health Nurse	M. Brown	6 months	16.11.08
Health & Human Services	Food Services Officer	S McDonald	6 months	16.11.08
Health & Human Services	Medical Orderly Supervisor	S Bodfish	6 months	16.11.08
Health & Human Services	Senior Housing Consultant	Suzanne Willis	6 months	10.11.08
Health & Human Services	House Services Assistant	A. Streets	6 months	14.11.08
Health & Human Services	Enrolled Nurse (Medication Endorsed)	M. Whelan	6 months	14.11.08
Health & Human Services	Medical Orderly Supervisor	S. Bodfish	6 months	16.11.08
Health & Human Services	Dental Attendant	E. Newton	6 months	17.11.08
Health & Human Services	Home Help	K. Calvert	6 months	17.11.08
Health & Human Services	Senior Policy Analyst	J. Towns	6 months	17.11.08
Health & Human Services	Registered Nurse Level 1	B. Muir	6 months	01.12.08
Health & Human Services	Registered Nurse Level 1	B. Hollis	6 months	01.12.08
Health & Human Services	Registered Nurse Level 1	L. Orme	6 months	01.12.08
Infrastructure, Energy & Resources	Principal Policy Analyst	P. Krupp	6 months	17.11.08
Justice	Secretary-Parole Board	E. Hawkes	6 Months	10.11.08
Police & Emergency Management	Clerk	J. Grueber	6 months	17.11.08
Police & Emergency Management	Clerk	A. Van Diepen	6 months	17.11.08
Primary Industries & Water	Policy Analyst	M. Willis	6 months	17.11.08

Fixed-term Appointments of Greater than 12 Months

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Term</i>	<i>Date of Effect</i>
Justice	Assistant Director of Public Prosecutions	D. Coates	5 Years	12.11.08

Appointment of Officers

<i>Agency</i>	<i>Officers Name</i>	<i>Title</i>	<i>Date of Appointment</i>	<i>Duration</i>
Primary Industries & Water	P. Wells	General Manager (Resource Management and Conservation)	28.10.08	5 years

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Economic Development & Tourism	D. Le Marchant	Project Manager	13.11.08
Economic Development & Tourism	A. McHugh	Senior Program Manager	24.11.08
Economic Development & Tourism	M. Salter	Project Manager	01.12.08
Economic Development & Tourism	D. Bachmann	Contact Centre Operations Officer	13.11.08
Health & Human Services	E. Verze	IT Officer	17.11.08
Health & Human Services	A. Digney	Hospital Aide	11.11.08
Health & Human Services	A. Ellis	Nurse Unit Manager	16.11.08
Health & Human Services	A. Reader	Team Leader CAMHS North	17.11.08
Health & Human Services	C. Grubb	Community Mental Health Nurse	17.11.08
Health & Human Services	T. Newham	Clinical Nurse	16.11.08
Health & Human Services	F. Bennet	Clinical Nurse	16.11.08
Health & Human Services	P. Deane	Clinical Nurse Specialist	17.11.08
Health & Human Services	M. de Boer	Clinical Nurse	16.11.08
Health & Human Services	R. Wing	Manager, Business Improvement	12.11.08
Health & Human Services	B. Griggs	Housing Development Consultant	14.11.08
Justice	G. Anderson	Manager Advisory & Compliance Branch	13.11.08
Police & Emergency Management	S. Smillie	Systems Analyst/ Project Manager	11.11.08
Primary Industries & Water	J. McConnell	Investigations Officer	17.11.08
Primary Industries & Water	J. Dowde	Investigations Officer	17.11.08
Primary Industries & Water	P. Harrison	Investigations Officer	17.11.08
Primary Industries & Water	J. Green	Supervising Surveyor	13.11.08
Primary Industries & Water	F. Hoogesteger	Specialist Surveyor	13.11.08
Primary Industries & Water	M. Rothwell	Specialist Surveyor	13.11.08
Treasury & Finance	B. Mignot	Manager Contracts	10.11.08
Treasury & Finance	C. Johnston	Manager Procurement and Risk	10.11.08

Resignation of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Economic Development & Tourism	Manager Innovations	J. Crisp	17.11.08
Health & Human Services	Occupational Therapist	R. Kevill	07.11.08
Health & Human Services	Home Help Personal Carer	T. Russell	07.11.08
Health & Human Services	Attendant	M. Gillam	07.11.08
Health & Human Services	Principal Policy Officer	L. Haines	30.06.08
Health & Human Services	Registered Nurse	I. Paterson	11.11.08

Health & Human Services	Administrative Assistant	C. Rodriguez Bartra	03.11.08
Health & Human Services	Food Services Officer	L Cooley	05.11.08
Health & Human Services	Administrative assistant	J Marston	15.11.08
Health & Human Services	Senior Pharmacist	L Allard	07.11.08
Justice	Facilitator Intervention Programs	T Nelson	11.11.08
Police & Emergency Management	Senior Firefighter	T Duggan	06.11.08
Primary Industries & Water	Quarantine Officer	A Norton	28.11.08
Treasury & Finance	Senior Research Officer	G. Leitch	21.11.08
Port Arthur Historic Site Management Authority	Food & Beverage Assistant	P Dransfield	05.11.08

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	House Services Assistant	R.Anderson	14.11.08

Termination of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Telehealth Development & Support Officer	D.Wakefield	30.10.08

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