



# TASMANIAN STATE SERVICE NOTICES

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

### Vacancies—General Information

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

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

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

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

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

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

#### Further Information

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

#### Submission of Applications

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

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

#### Fixed-Term Appointment

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

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

#### Fixed-Term Employment Registers

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

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

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

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

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

*Government Gazette:—*

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

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

## TASMANIAN GOVERNMENT GAZETTE & TASMANIAN STATE SERVICES NOTICES

### PUBLICATION AND COPY CLOSURE DATES

#### *Christmas 2008*

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

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

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

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

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

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

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

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

## ECONOMIC DEVELOPMENT AND TOURISM

### ENTERPRISE DEVELOPMENT DIVISION

#### *Innovation Science and Technology*

#### **Manager Innovation and Intelligent Island (424654).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Fixed-term full-time for 12 months.

Location:—Hobart.

Duties:—Initiate, direct and analyse complex projects associated with the role of innovation in the balanced and sustainable economic development of Tasmania. Provide high level specialist support, strategic direction and policy advice in the management of the Innovation Science and Technology (IST) unit and the achievement of departmental goals and objectives. Manage the operations of the Innovations function of the IST Unit, including the supervision of staff within the area.

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

Enquiries to Susan Molyneux for a copy of the Statement of Duties on (03) 6233 9529 or email [Susan.Molyneux@development.tas.gov.au](mailto:Susan.Molyneux@development.tas.gov.au). For further information about the position please contact Polly McGee, Acting Director Innovation, Science and Technology, phone (03) 6233 5684, email [Polly.McGee@development.tas.gov.au](mailto:Polly.McGee@development.tas.gov.au).

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

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

## ECONOMIC DEVELOPMENT AND TOURISM

### INDUSTRY DEVELOPMENT DIVISION

#### *Food, Manufacturing and ICT*

#### **Project Manager (424799).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Fixed-term full-time to 30 June 2010.

Location:—Hobart.

Duties:—As a member of the Food Manufacturing and ITandC Unit, facilitate the expansion, diversification and sustainable development of Tasmanian industry, including sectoral investment attraction with a particular focus on ITandC.

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

Enquiries to Cheryl Cleaver for a copy of the Statement of Duties on (03) 6233 5802 or email [Cheryl.Cleaver@development.tas.gov.au](mailto:Cheryl.Cleaver@development.tas.gov.au). For further information about the position please contact Jim Wyatt, Assistant General Manager FMI, phone (03) 6233 5721, email [Jim.Wyatt@development.tas.gov.au](mailto:Jim.Wyatt@development.tas.gov.au).

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

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

## EDUCATION

## CORPORATE SERVICES

*Information and Technology Services*

## Schools and Client IT Support

**IT Support Officer (963494).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$38,927–\$51,357 per annum.

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

Permanent full-time.

Location:—Latrobe High School.

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

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

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

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

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

Enquiries to Grant MacDonald, Department of Education, phone (03) 6421 7684, email grant.macdonald@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart 7001, phone (03) 6233 7101, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

## EDUCATION

## EDUCATIONAL PERFORMANCE SERVICES

**Clerk (961744).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time 73.5 hours per fortnight 52 weeks per year commencing on 17 December 2008.

Location:—Hobart.

Description of the Role:—Carry out clerical, keyboard and general administrative duties as required in relation to the functions of an office, section or unit. Supervise the records of the office, section or unit. Assist in routine operational processes.

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 Andrew Jones, Department of Education, phone (03) 6233 7066, email andrew.d.jones@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

## EDUCATIONAL PERFORMANCE SERVICES

**Principal Educational Review Officer (961992).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$86,228 per annum.

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

Permanent full-time (Non teaching conditions apply) from 1 March 2009.

Location:—Hobart.

Description of the Role:—Provide high level support for the development and maintenance of initiatives which support school improvement and school accountability.

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:—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 Andrew Jones, Department of Education, phone (03) 6233 7656, email [andrew.d.jones@education.tas.gov.au](mailto:andrew.d.jones@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](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

East Launceston Primary School

#### **Clerk (305124).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$34,648–\$37,378 pro rata.

Administrative and Clerical Employees Award, Level 2.

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

Location:—East Launceston 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 Judy Pill, Department of Education, phone (03) 63 311233, email [judy.pill@education.tas.gov.au](mailto:judy.pill@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](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

Kings Meadows High School

#### **Canteen Supervisor (963922).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$34,648 pro rata.

Operational Employees Award, Level 3.

Permanent part-time 55 hours per fortnight up to 42 weeks per year.

Location:—Kings Meadows 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 Vicki Wiggins, Department of Education, phone (03) 6343 1000, email [vicki.wiggins@education.tas.gov.au](mailto:vicki.wiggins@education.tas.gov.au).

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart 7001, phone (03) 6233 7101, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

Mowbray Heights Primary School

#### **Clerk (963920).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$34,648–\$37,378 pro rata.

Administrative and Clerical Employees Award, Level 2.

Permanent part-time 16 hours per fortnight for up to 42 weeks per year from 9 February 2009.

Location:—Mowbray Heights Primary School.

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

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

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

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

Enquiries to Dianne Lawson, Department of Education, phone (03) 6326 1892, email [dianne.lawson@education.tas.gov.au](mailto:dianne.lawson@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](mailto:recruitment@education.tas.gov.au).

## EDUCATION

## LEARNING SERVICES

*Learning Services (North)*

Northern Support School, Newstead Campus

**Bus Attendant (305940).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$33,963 pro rata.

Operational Employees Award, Level 2.

Permanent part-time 40 hours per fortnight.

Location:—Launceston.

Description of the Role:—Travel with students on school buses and supervise students with disabilities and/or developmental delays whilst they travel to and from school.

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:—Basic first aid skills.

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 Margaret Ridgers, Department of Education, phone (03) 6339 1453, email [margaret.ridgers@education.tas.gov.au](mailto:margaret.ridgers@education.tas.gov.au).

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart 7001, phone (03) 6233 7101, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## EDUCATION

## LEARNING SERVICES

*Learning Services (North)*

Prospect High School

**Advanced Skills Teacher (518972).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$77,046 per annum.

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

Permanent full-time.

Location:—Prospect High School.

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

Essential Requirements:—Teaching qualifications as established by the Tasmanian Industrial Commission in the Teaching Service (Tasmanian Public Sector) Award, 2005. Current certificate of registration; or provisional registration in accordance with the provisions of the

Teachers Registration Act 2000. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for: Crimes of violence, Sex related offences, Serious drug offences.

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

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

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

Enquiries to Stephen Walley, Department of Education, phone (03) 6344 4744, email [stephen.walley@education.tas.gov.au](mailto:stephen.walley@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](mailto:recruitment@education.tas.gov.au).

## EDUCATION

## LEARNING SERVICES

*Learning Services (North)*

Scottsdale High School

**Teacher, Home Economics (962630).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$44,449–\$71,133 per annum.

Teaching Service (TPS) Award, Teacher.

Permanent full-time From 9 February 2009.

Location:—Scottsdale 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 Home Economics. 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 Ann Fedyk, Department of Education, phone (03) 6352 2477, email [ann.fedyk@education.tas.gov.au](mailto:ann.fedyk@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](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

#### South George Town Primary School

#### **Clerk (305874).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$34,648–\$37,378 pro rata.

Administrative and Clerical Employees Award, Level 2.

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

Location:—South Georgetown 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 Bev Shadbolt, Department of Education, phone (03) 6382 1564, email [bev.shadbolt@education.tas.gov.au](mailto:bev.shadbolt@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](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North-West)*

#### Edith Creek Primary School

#### **Teacher, Early Childhood Education (200131).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$44,449–\$71,133 per annum.

Teaching Service (TPS) Award, Teacher.

Permanent full-time from 9 February 2009.

Location:—Edith Creek Primary 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 Early Childhood Education. Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

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

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

Enquiries to John Hudson, Department of Education, phone (03) 6456 4192, email [john.hudson@education.tas.gov.au](mailto:john.hudson@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](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North-West)*

#### King Island District High School

#### **Assistant Principal (200233).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$86,228 per annum.

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

Fixed-term full-time 70 hours per fortnight from 9 February 2009 to 17 December 2010.

Location:—King Island District High School.

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

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

violence, Sex related offences, Serious drug offences.

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

Applicants should forward an Application for Employment form, with a statement of up to 1000 words addressing the selection criteria, a 2 page CV and nominate two referees.

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 Leanne OBrien, Department of Education, phone (03) 6462 1366, email leanne.obrien@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)*

#### Mountain Heights School

#### ***Teacher, Music and Performing Arts (200297).***

Applications Close:—Friday, 5 December 2008.

Salary:—\$44,449–\$71,133 per annum.

Teaching Service (TPS) Award, Teacher.

Permanent full-time or Fixed-term full-time from 9 February 2009.

Location:—Mountain Heights 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 Music and Performing Arts. 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 Neville Barnard, Department of Education, phone (03) 6471 1977, email neville.barnard@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)*

#### ***Learning Support Leader, Flexible Programs (963381)***

Applications Close:—Friday, 5 December 2008.

Salary:—\$86,228 per annum.

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

Fixed-term full-time from 13 February 2009 to 12 February 2011.

Location:—Hobart.

Description of the Role:—Provide leadership, direction and high level support to principals and schools in the development and implementation of designated learning support programmes.

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:—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 Judy Travers, Department of Education, phone (03) 6212 3238, email judy.travers@education.tas.gov.au.

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

## EDUCATION

## LEARNING SERVICES

*Learning Services (South)***Pathway Planning Officer (962433, 962931, 962933, 963187)—4 Vacancies.**

Vacancy No. 962433.

Fixed-Term part-time 7.21 hours per fortnight from 1 January 2009 to 31 December 2009

Location:—Hobart

Vacancy No. 962931.

Fixed-Term part-time 44.1 hours per fortnight from 1 January 2009 to 31 December 2009

Location:—Hobart

Vacancy No. 962933.

Fixed-Term full-time 36.75 hours per fortnight from 1 January 2009 to 31 December 2009

Location:—Hobart

Vacancy No. 963187.

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

Location:—Hobart

Applications Close:—Friday, 5 December 2008.

Salary:—\$53,188–\$55,020 pro rata.

Administrative and Clerical Employees Award, Level 6.

Description of the Role:—Provide pathway planning and transition support for young people aged 13-17 in a secondary school environment.

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.

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 Melanie Pennington phone (03) 6233 7091 email melanie.pennington@education.tas.gov.au.

Enquiries to Jan Newton, Department of Education, phone 03 6233 4621, email janet.newton@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart 7001, phone (03) 6233 7101, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

## EDUCATION

## LEARNING SERVICES

*Learning Services (South)*

## Claremont High School

**School Attendant - Grounds (953108).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$33,637 per annum.

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

Permanent full-time 80 hours per fortnight 52 weeks per year from 27 January 2009.

Location:—Claremont High School.

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

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for: Crimes of violence, Sex related offences, 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 Margaret Smith, Department of Education, phone 03 6249 1055, email margaret.r.smith@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)***Manager Learning (963262).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$109,327 per annum.

Teaching Service (TPS) Award, Band 3 Level 8.

Permanent full-time (Non teaching conditions apply) from 1 January 2009.

Location:—Learning Services (South-East).

Description of the Role:—Collaborate with principals in supporting education improvement in all schools and colleges. In so doing, respond to school and college improvement needs with flexible, relevant, and leading-edge learning services. Provide high-level educational leadership to school and college communities.

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. 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 Lynden Leppard, Department of Education, phone (03) 6212 3117, email lynden.leppard@education.tas.gov.au.

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

## EDUCATION

### LEARNING SERVICES

*Learning Services (South-East)*

Bothwell District High School

#### **Teacher - Maths/Science (958156).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$44,449–\$71,133 pro rata.

Teaching Service (TPS) Award, Teacher.

Permanent part-time 56 to 70 hours per fortnight (Negotiable).

Location:—Bothwell 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 Maths/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 Stephen Fagg, Department of Education, phone (03) 6259 5518, email stephen.fagg@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)*

Clarence High School

#### **School Attendant (Grounds/Cleaning and Kitchen Assistant)—2 Vacancies.**

Applications Close:—Friday, 5 December 2008.

Salary:—\$33,637 pro rata.

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

Vacancy No. 953401.

Permanent part-time (Grounds/Cleaning) 32 hours per fortnight 52 weeks per year.

Location:—Clarence High School.

Vacancy No. 954549.

Permanent part-time (Kitchen Assistant) 64 hours per fortnight 52 weeks per year.

Location:—Clarence High School.

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

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for: Crimes of violence, Sex related offences, 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 Trish Smith, Department of Education, phone (03) 62 442544, email trish.smith@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)*

Oatlands District High School

**School Attendant (302972).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$33,637 per annum.

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

Permanent full-time 80 hours per fortnight 52 weeks per year.

Location:—Oatlands District School.

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

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

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

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

Enquiries to Shirley Pennicott, Department of Education, phone (03) 6254 1110, email shirley.pennicott@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)*

Oatlands District High School

**Teacher, PE and Health (954561).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$44,449–\$71,133 per annum.

Teaching Service (TPS) Award, Teacher.

Permanent full-time.

Location:—Oatland District High School.

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

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

is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction check for: crimes of violence, sex related offences, serious drug offences.

Desirable Requirements:—Ability to teach Physical Education and Health. 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 Veronica Emery, Department of Education, phone (03) 6254 1110, email veronica.emery@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)*

Rose Bay High School

**Teacher Aide (MDT) (958152).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$36,554–\$39,434 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time 28 hours per fortnight for up to 42 weeks per year.

Location:—Rose Bay High School.

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:—Provide assistance to the Material Design and Technology area. 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 Stuart Hadrill, Department of Education, phone (03) 6243 8511, email stuart.hadrill@education.tas.gov.au.

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

## EDUCATION

### LEARNING SERVICES

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

Tasman District High School

#### **Teacher, PE and Maths or Science (953289).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$44,449–\$71,133 per annum.

Teaching Service (TPS) Award, Teacher.

Permanent full-time.

Location:—Tasman District High School.

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

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

Desirable Requirements:—Ability to teach Physical Education and Maths or 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 Steve Bowes, Department of Education, phone (03) 6250 2126, email [stephen.bowes@education.tas.gov.au](mailto:stephen.bowes@education.tas.gov.au).

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

## EDUCATION

### LEARNING SERVICES

#### *Programmes, Personalised Learning*

#### **Principal Educational Officer eCentre (961716).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$86,228 per annum.

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

Fixed-term full-time (Non teaching conditions apply) from 1 January 2009 to 31 December 2010.

Location:—Rosny.

Description of the Role:—Provide high level support for the development and management of the eCentre for teachers and associated services within the context of the implementation of the Tasmanian Curriculum Framework and overall Departmental web and e-Learning strategies.

Essential Requirements:—Teaching qualifications as established by the Tasmanian Industrial Commission in the Teaching Service (Tasmanian Public Sector) Award, 2005. 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. 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 Philip Walker, Department of Education, phone (03) 6336 2590, email [philip.walker@education.tas.gov.au](mailto:philip.walker@education.tas.gov.au).

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

## EDUCATION

### LEARNING SERVICES

#### *Programmes, Personalised Learning*

Centre for Extended Learning Opportunities

#### **Senior Education Officer eLearning Delivery (960881).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$77,046 per annum.

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

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

Location:—Rosny.

Description of the Role:—To develop eLearning resources to support a differentiated curriculum for highly able/gifted students, within the implementation of the Essential Learnings Frameworks, other curriculum frameworks and eLearning Design projects. Assist the Centre for Extended Learning Opportunities (CELO) in providing educational leadership and initiative.

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:—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 Philip Walker, Department of Education, phone 03 6336 2590, email [philip.walker@education.tas.gov.au](mailto:philip.walker@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](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### LEARNING SERVICES

#### *Programmes, Personalised Learning*

#### Guaranteeing Futures

#### **Senior Project Officer Vocational and Educational Learning (963143).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Fixed-term full-time from 1 January 2009 to 30 June 2009.

Location:—Hobart.

Description of the Role:—Develop, implement, manage and review of programmes, policies and projects which support and promote career, work, enterprise and vocational learning within the Vocational Education and Learning Framework.

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 Melanie Pennington phone (03) 9633 7091, email [melanie.pennington@education.tas.gov.au](mailto:melanie.pennington@education.tas.gov.au).

Enquiries to Maggie Aird, Department of Education, phone 03 6233 7132, email [maggie.aird@education.tas.gov.au](mailto:maggie.aird@education.tas.gov.au)

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart 7001, phone (03) 6233 7101, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

## ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

### PARKS AND WILDLIFE SERVICE

#### *Operations and Performance*

#### Fire Management

#### **Fire Project Officer (706327).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$56,854–\$60,476 per annum.

Administrative and Clerical Employees Award, Level 7.

Fixed-term full-time for 6 months.

Location:—Hobart.

Duties:—To review existing prescribed burning practices and develop new prescriptions for low intensity prescribed burning of dry eucalypt forest, heathland, scrub and buttongrass.

Desirable Requirements:—Current motor vehicle drivers licence, Class C or equivalent, current Workplace Level 2 First Aid Certificate, an ability to pass PWS fire-fighter fitness assessment at the 'Moderate' level, along with a degree in a relevant natural science or an equivalent qualification from a recognised tertiary institution.

Enquiries to Sandra Whight, Fire Management Officer, for more information about the vacancy or for a copy of the Statement of Duties, phone (03) 6233 2625, mobile 0429 832 625, email [Sandra.Whight@parks.tas.gov.au](mailto:Sandra.Whight@parks.tas.gov.au).

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

## HEALTH AND HUMAN SERVICES

#### **Consultant Individual Funding Unit (510640).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$60,227–\$62,110 per annum.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 5.

Fixed-term full-time day work. (See Note below).

Location:—Disability Services, Hobart.

Note:—This role is from 22 December 2008 until 21 December 2010, or until the duties of Consultant Individual Funding Unit are transferred to the Non Government Sector, under the Human Services Reform Programme, whichever is the sooner.

Duties:—Within Disability Services, be responsible for policy, programme development and planning in respect of individual funding packages whilst ensuring the timely and effective allocation, payment, monitoring and review of individualised funding provided to people with disabilities on a state-wide basis. Perform a pivotal role in the broad policy framework for the Individual Funding Unit, which will include strategic development of high level policy, planning, purchasing and service development initiatives and provide high level project management support to the Coordinator Individual Funding Unit.

Desirable Requirements:—Demonstrated high-level ability and experience in design and implementation of programmes, guidelines, policies and procedures and a well developed ability to undertake project development, analysis and review and to co-ordinate planning activities. Well developed knowledge and understanding of current issues, which are impacting on the disability area. Demonstrated strategic, conceptual, analytical and creative skills including an ability to understand the political, social and

organisational environment and identify relevant issues.

Enquiries to Leon Chick, Department of Health and Human Services, phone (03) 6230 7731, email [leon.chick@dhhs.tas.gov.au](mailto:leon.chick@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

### *Service Coordinator (502849).*

Applications Close:—Friday, 5 December 2008.

Salary:—\$50,816–\$56,463 per annum.

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

Fixed-term full-time day work (See Note below).

Location:—Disability Services, North West.

Note: This role is from 1 January 2009 until 24 December 2010, or until the duties of Service Coordinator are transferred to the Non Government Sector, under the Human Services Reform Programme, whichever is the sooner.

Duties:—Plan, organise, co-ordinate, and monitor services provided to the client that effectively meet individual client needs.

Desirable Requirements:—Sound knowledge or the ability to quickly acquire this of the disability field and service co-ordination practices, together with demonstrated ability in working with people with disabilities, their families, service providers, advocates and other key stakeholders. Demonstrated commitment and ability to enhance the image of and opportunities for people with disabilities. Well-developed written, oral communication and interpersonal skills, together with the demonstrated capacity to utilise various Microsoft word processing, excel and database software packages.

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 David Mitchell, Department of Health and Human Services, phone (03) 6434 4103, email [david.mitchell@dhhs.tas.gov.au](mailto:david.mitchell@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

### HEALTH SERVICES

### *Allied Health Professionals-(Fixed Term Employment Register) (Hospital Opportunities).*

Applications Close:—Saturday, 13 November 2010.

Salary:—\$45,535–\$73,058 per annum.

Tasmanian Public Sector Allied Health Professionals

Industrial Agreement 2005, Allied Health Professional, Level 1-2.

Register.

Location:—Opportunities for Allied Health Professionals Statewide.

Interested applicants are encouraged to obtain an information package containing a statement of duties, application form and list of contact telephone numbers by downloading an application package from this website. People who have previously expressed interest in the Employment Register are required to reapply unless that expression of interest was submitted within the last 6 months. If you wish to update your information or be removed from the register please email this address [employment.register@dhhs.tas.gov.au](mailto:employment.register@dhhs.tas.gov.au).

The Register remains open at all times.

Visit us at [www.dhhs.tas.gov.au/jobsandcareers](http://www.dhhs.tas.gov.au/jobsandcareers).

The vacancies are for:—Diagnostic Radiographers, Dietitians, Medical Scientists, Occupational Therapists, Orthotists, Pharmacists, Physiotherapists, Podiatrists, Radiation Therapists, Social Workers, Speech Pathologists and Audiologists.

Vacancies will be located at the Royal Hobart Hospital, Launceston General Hospital, North West Regional Hospital, Mersey Community Hospital and are available for short term and longterm contracts.

Enquiries to Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001, phone (03) 6233 8417, fax (03) 6233 3845 or email [employment.register@dhhs.tas.gov.au](mailto:employment.register@dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

### *Enrolled Nurse Fixed Term Employment Register (Various).*

Applications Close:—Saturday, 13 November 2010.

Salary:—\$40,040–\$43,433 per annum.

Nurses (TPS) Award, Enrolled Nurse.

Register.

Location:—All Major Public Hospitals.

The fixed term employment register enables currently enrolled nurses to register their interest in being considered for fixed term enrolled nursing duties within the following hospitals: Royal Hobart Hospital Launceston General Hospital North West Regional Hospital Mersey Community Hospital.

To find out more please contact the register manager in your hospital of choice.

Royal Hobart Hospital for RHH employment register and casual-relief pool enquiries please contact: Recruitment Nurse Manager, Phillipa Power on (03) 6222 8284.

For specific ward information:

Surgery, Garry Munting on (03) 6222 8184.

Medicine, Marc Bester on (03) 6222 8152.

WACS, Lorraine Larcombe on (03) 6222 8767.

Launceston General Hospital For LGH employment register and casual-relief pool enquiries please contact: Robyn Liddington on (03) 6348 7903.

North West Regional Hospital For NWRH employment register and casual-relief pool enquiries please contact: Marg Nicholson on (03) 6430 6503.

Mersey Community Hospital For MCH employment register and casual-relief pool enquiries please contact: Julie Duff on (03) 6426 5468.

The Register remains open at all times.

You are encouraged to apply online. Visit us at [www.dhhs.tas.gov.au/jobsandcareers](http://www.dhhs.tas.gov.au/jobsandcareers).

## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

**Registered Nurse Fixed Term Employment Register (Various).**

Applications Close:—Saturday, 13 November 2010.

Salary:—\$43,859–\$59,950 per annum.

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

Register.

Location:—All Major Public Hospitals.

The fixed-term employment register enables currently registered nurses to register their interest in being considered for fixed-term registered nursing duties within the following hospitals: Royal Hobart Hospital Launceston General Hospital North West Regional Hospital Mersey Community Hospital.

To find out more please contact the register manager in your hospital of choice:

Royal Hobart Hospital For RHH employment register and casual-relief pool enquiries please contact: Recruitment Nurse Manager, Phillipa Power on (03) 6222 8284.

For specific ward information:

Surgery, Garry Munting on (03) 6222 8184.

Medicine, Marc Bester on (03) 6222 8152.

WACS, Lorraine Larcombe on (03) 6222 8767.

Launceston General Hospital For LGH employment register and casual-relief pool enquiries please contact: Robyn Liddington on (03) 6348 7903.

North West Regional Hospital For NWRH employment register and casual-relief pool enquiries please contact: Marg Nicholson on (03) 6430 6503.

Mersey Community Hospital For MCH employment register and casual-relief pool enquiries please contact: Julie Duff on (03) 6426 5468.

The Register remains open at all times. You are encouraged to apply on line. Visit us at [www.dhhs.tas.gov.au/jobsandcareers](http://www.dhhs.tas.gov.au/jobsandcareers).

## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Launceston General Hospital***Clinical Nurse (512257).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$60,828–\$65,071 pro rata.

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

Fixed-term part-time day worker, not working weekends but working public holidays, 48 hours per fortnight with on call. To commence as soon as possible until 12 December 2009.

Location:—North West Satellite Unit, Parkside.

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 Sue Robertson, Department of Health and Human Services, phone (03) 6434 4130, email [sue.robertson@dhhs.tas.gov.au](mailto:sue.robertson@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Mersey Community Hospital***Asset Clerk (514839).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$40,815–\$43,348 per annum.

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

Permanent full-time day work.

Location:—Mersey Community Hospital.

Duties:—To provide efficient and effective administrative and clerical support relating to the provision of goods and services for the Mersey Community Hospital, Building and Engineering Department. To provide clerical support for Building and Engineering personnel.

Desirable Requirements:—Ability to organise and prioritise work flow unsupervised according to demand. Ability to interpret and analyse information and facilitate timely and appropriate action. High level interpersonal and communication skills with the ability to work within a team environment. Demonstrate a high level of computer skills.

Enquiries to Lyn Jackson, Department of Health and Human Services, phone (03) 6426 5508, email [lyn.jackson@dhhs.tas.gov.au](mailto:lyn.jackson@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Mersey Community Hospital***Clinical Nurse Consultant (Infection Control) (515007).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$69,869–\$74,792 pro rata.

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

Permanent part-time day work, working 44 hours per fortnight.

Location:—Infection Control.

Duties:—To liaise and consult with members of the health care teams, in line with Infection Control policies, practice and legal requirements, to provide safe quality customer care. Coordination of Infection Control programmes throughout the MCH.

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

Enquiries to Julie Duff, Department of Health and Human Services, phone (03) 64265468, email [julie.duff@dhhs.tas.gov.au](mailto:julie.duff@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Mersey Community Hospital***Communication Support Officer (514993).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$46,109–\$48,920 per annum.

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

Fixed-term casual shift worker, working as and when required. To commence as soon as possible until 30 November 2009.

Location:—Mersey Community Hospital.

Duties:—In a multi-skilled environment, provide clients with a professional and confidential service, through the Switchboard, Main Reception and Emergency Department Reception. To provide an efficient and effective switchboard, reception and emergency reception service, including immediate attention to patients presenting for treatment and undertaking all administrative functions associated with the processing of emergency admissions, maternity admissions and after hours direct admissions.

Desirable Requirements:—A thorough knowledge of the operations of a large communication network and attendant console. Sound knowledge or ability to acquire a sound knowledge of the hospital's admission and discharge policy. Demonstrated capacity to communicate effectively at all levels and to handle sensitive situations with diplomacy and confidentiality in all situations.

Enquiries to Lyn Jackson, Department of Health and Human Services, phone (03) 6426 5508, email lyn.jackson@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Mersey Community Hospital***PIMS Clerk (514492).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$40,815–\$43,348 per annum.

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

Fixed-term full-time shift worker. To commence as soon as possible until 2 October 2009.

Location:—Business Management, PIMS.

Duties:—To provide clerical and reception support to both medical and nursing staff in direct patient contact area of Department of Emergency Medicine.

Desirable Requirements:—Highly developed communication and interpersonal skills with the ability to liaise with all disciplines of professional staff. Capacity to assist with the administrative aspects of managing critically ill and seriously injured patients. Ability to be flexible and work as part of a team and autonomously in a busy, demanding work environment, together with well developed time management skills and the ability to prioritise work.

Enquiries to Christine Lewis, Department of Health and Human Services, phone (03) 64265411, email chris.lewis@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***Domestic Services Officer (Relief) (501982).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$34,214–\$34,965 pro rata.

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

Fixed-term casual shift worker, working as and when required. To commence as soon as possible until 7 December 2009.

Location:—Corporate Services, Physical Resources/Cleaning.

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

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

Enquiries to Darryl Morrison, Department of Health and Human Services, phone (03) 6430 6622, email darryl.morrison@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***Physiotherapist—2 Vacancies.**

Applications Close:—Friday, 5 December 2008.

Salary:—\$45,535–\$73,058 per annum.

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

Vacancy No. 502046.

Permanent full-time day worker.

Location:—Clinical Services, Allied Health/Physiotherapy.

Vacancy No. 502047.

Permanent full-time day worker.

Location:—Clinical Services, Allied Health/Physiotherapy.

Duties:—To provide a range of Physiotherapy services.

To ensure the competent and effective delivery of Physiotherapy to appropriately referred clients.

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

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

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *North West Regional Hospital*

#### **Registered Nurse (502205).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$43,859–\$59,950 pro rata.

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

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

Location:—Nursing Services, ICU/CCU.

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

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

Enquiries to Trudy Segger, Department of Health and Human Services, phone (03) 6430 6668, email [trudy.segger@dhhs.tas.gov.au](mailto:trudy.segger@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

#### **Administrative Assistant (504700).**

Applications Close:—Friday, 5 December 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:—Primary Health North.

Duties:—To provide effective and efficient administrative and clerical support service to the offices of Primary Health North and, where required, provide the same assistance to other Primary Health North services located in and around the Launceston area.

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

#### **Community Health Nurse (505968).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$54,463–\$65,071 pro rata.

Nurses (TPS) Award, Community FCH Nurse.

Permanent part-time day work, working 64 hours per fortnight.

Location:—George Town Hospital and Community Centre.

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

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania. 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 Beth Smith, Department of Health and Human Services, phone (03) 6380 3620, email [beth.smith@dhhs.tas.gov.au](mailto:beth.smith@dhhs.tas.gov.au).

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

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Please do not send applications to the contact person.

## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Primary Health Services*

#### Primary Health North

#### **Community Health Nurse (506326).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$54,463–\$65,071 pro rata.

Nurses (TPS) Award, Community FCH Nurse.

Fixed-term part-time day work, working 48 hours per fortnight, commencing asap to 31 January 2009.

Location:—Bolton Street Beaconsfield.

Duties:—In accordance with Primary Health Care principles, Agency policies, legal requirements and professional competencies, the Community Nurse provides



holistic care to individuals and families, participates in community needs assessments and the development and implementation of health promotion programmes. Collaborate with other members of the health care team to ensure the delivery of high quality health care.

**Essential Requirements:**—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania. 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 Helen McLean, Department of Health and Human Services, phone (03) 6383 1104, email [helen.mclean@dhhs.tas.gov.au](mailto:helen.mclean@dhhs.tas.gov.au).

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

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Please do not send applications to the contact person.

## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### Primary Health Services

#### Primary Health North

#### **Community Health Nurse (506505).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$54,463–\$65,071 pro rata.

Nurses (TPS) Award, Community FCH Nurse.

Fixed-term part-time shift work, working 48 hours per fortnight, commencing 21 December 2008 to 19 December 2009.

Location:—Kings Meadows Community Health Centre.

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

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

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

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

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Please do not send applications to the contact person.

## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### Primary Health Services

#### Primary Health North

#### **Director of Nursing (St Marys) (507406).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$80,978 per annum.

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

Fixed-term full-time Day Work, commencing 11 January 2009 to 7 February 2009.

Location:—St Marys District Hospital.

**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 and as part of a senior clinical practice management group, contribute to broader clinical management and service delivery issues, including policy review and the development of strategies to meet current and future service priorities.

**Essential Requirements:**—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion 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 Karen O'Shea, Department of Health and Human Services, phone (03) 63722111, email [smhc.manager@dhhs.tas.gov.au](mailto:smhc.manager@dhhs.tas.gov.au).

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

#### **Enrolled Nurse (507675).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$44,751–\$46,469 per annum.

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

Permanent full-time Shift Work.

Location:—Campbell Town.

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

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

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

#### **Registered Nurse RELIEF (512950).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$43,859–\$59,950 pro rata.

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

Fixed-term casual as and when required, commencing asap to 29 November 2010.

Location:—St Marys.

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

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

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

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

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

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Please do not send applications to the contact person.

## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Primary Health Services*

#### Primary Health South

#### **Maintenance Officer/Ambulance Driver (Relief) (506991).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$36,204–\$38,977 pro rata.

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

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

Location:—Midlands Multi Purpose Health Centre.

Duties:—Assist in the provision of an efficient emergency and routine Ambulance service for the Midlands Multi Purpose Health Centre and the surrounding community. Carry out a wide range of non trade maintenance services for the Midlands Multi Purpose Health Centre and ancillary buildings and equipment. Assist nursing staff in the provision of personal care to patients/residents as required. Assist in the maintenance of gardens and grounds of the Midlands Multi Purpose Health Centre and ancillary buildings.

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

Enquiries to Julie Cooper, Department of Health and Human Services, phone (03) 6254 5033, email [julie.cooper@dhhs.tas.gov.au](mailto:julie.cooper@dhhs.tas.gov.au).

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

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Primary Health Services*

#### Primary Health South

#### **Senior Community Dietitian (516825).**

Applications Close:—Friday, 12 December 2008.

Salary:—\$69,974–\$80,262 per annum.

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

Permanent full-time Permanent.

Location:—90 Davey Street, Hobart.

Duties:—Develop, implement and evaluate a nutrition and dietetics outreach service in accordance with Primary Health policies, as a part of the community allied health service in southern Tasmania. Work as an effective member of the multidisciplinary community allied health service in southern Tasmania.

Essential Requirements:—Approved Bachelor of Science degree, or equivalent, from a University or other tertiary institution, majoring in appropriate subjects, and a graduate diploma or post graduate degree course in dietetics of one or two years, or an approved four year undergraduate degree majoring in nutrition and dietetics at a recognised Australian tertiary institution, or a pass in the Dietitians Association of Australia (DAA) examination in dietetics for overseas trained dietitians.

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 Fred Howard, Department of Health and Human Services, phone (03) 6222 7280, email fred.howard@dhhs.tas.gov.au.

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

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Royal Hobart Hospital*

#### **Administrative Officer (Relief) (510009).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$46,109–\$48,920 pro rata.

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

Fixed-term casual day work, commencing asap for a period of twelve months.

Location:—Royal Hobart Hospital.

Duties:—Interview patients presenting for admission, collect essential personal and Health Insurance data, establish compensable status and ensuring that a complete personal and financial profile is captured on each patient. Update patient information on the HOMER Patient Information System including tracking of medical records and patient transfer via rapid, accurate and timely data entry. Provide relief for admission centre staff and other areas of the hospital as directed by Admissions Manager.

Enquiries to Lisa Wickham, Department of Health and Human Services, phone (03) 6222 8645, email lisa.wickham@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*

#### **Administrative Officer (Relief) (517913).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$40,815–\$43,348 pro rata.

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

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

Location:—Hobart.

Duties:—Provide administrative support to multiple departments within the Royal Hobart Hospital on an as and when required basis providing excellent customer service and quality administrative service delivery to all areas assigned.

Desirable Requirements:—High level communication skills with the ability to liaise effectively with all levels of professional staff within and outside the hospital, together with a proven ability to maintain confidentiality and communicate directly with patients in a tactful and diplomatic manner. Knowledge of medical record management standards including terminal digit filing system, together with the ability to work within hospital policies and guidelines. Demonstrated ability to set priorities, work with flexibility and meet deadlines together with a demonstrated capacity to handle a number of tasks concurrently in a public environment with a demanding schedule. Experience in clerical duties within a healthcare setting, together with knowledge of medical terminology is highly desirable.

Enquiries to Linda Favretto, Department of Health and Human Services, phone (03) 6222 8528, email linda.favretto@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 (509792).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$60,828–\$65,071 per annum.

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

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

Location:—Hobart.

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

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

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

You are encouraged to apply online (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*

#### **Medical Scientist (510237).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$69,974–\$80,262 per annum.

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

Permanent full-time shift work.

Location:—Hobart.

Duties:—The person in this position is part of a team of professional staff engaged in the provision of an efficient and high quality diagnostic laboratory service. The incumbent is expected to: Demonstrate competence and proficiency compatible with their wide range of experience in the provision of this service. Work independently under the general guidance of the Scientist in Charge, Core Lab to solve the more complex technical problems as they arise during the routine operation of the section. Assume additional responsibility as delegated by the Scientist in Charge, Core Lab and deputise for the Scientist in Charge, Core Lab, as required. Manage personnel, and contribute to new initiatives in the Department.

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

Enquiries to Stephen Cook, Department of Health and Human Services, phone (03)6222 8199, mobile 0418 336 724, email [stephen.cook@dhhs.tas.gov.au](mailto:stephen.cook@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*

#### ***Pathology Clerk (513162).***

Applications Close:—Friday, 5 December 2008.

Salary:—\$31,708–\$38,413 per annum.

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

Permanent full-time day work.

Location:—Royal Hobart Hospital.

Duties:—Perform clerical duties, and other support functions for the Central Processing Unit, Department of Pathology.

Desirable Requirements:—Demonstrated general office skills, with knowledge of clerical and data processes in a pathology laboratory or the ability to acquire that knowledge. Knowledge of or ability to acquire knowledge in computerized systems relating to pathology data and finance. The ability to operate computer equipment and software using accuracy and attention to detail.

Enquiries to Kathy Barry, Department of Health and Human Services, phone (03)6222 8657, mobile 0417 396 165, email [kathy.barry@dhhs.tas.gov.au](mailto:kathy.barry@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*

#### ***Pre Analytical Manager (510240).***

Applications Close:—Friday, 5 December 2008.

Salary:—\$69,974–\$80,262 per annum.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional, Level 3. Permanent full-time shift work.

Location:—Hobart.

Duties:—Under the direct supervision of the Scientist in Charge, the Pre-Analytical Manager will be responsible

for overseeing employees performing Specimen Collection, Reception, Data Entry, Separation and Allocation functions, with strict adherence to regulatory requirements.

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

Enquiries to Dr Peter Vervaart, Department of Health and Human Services, phone (03) 6222 8240, email [peter.vervaart@dhhs.tas.gov.au](mailto:peter.vervaart@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Royal Hobart Hospital*

#### ***Senior Registrar (Medical Services) (507806).***

Applications Close:—Friday, 12 December 2008.

Salary:—To be negotiated.

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

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

Location:—Hobart.

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

Duties:—Assist the Chief Medical Officer in the co-ordination, administration and evaluation of Hospital wide aspects of medical services. Responsible for the recruitment, rostering and training requirements of junior medical staff. Undertake special projects at the direction of the Chief Medical Officer. Supervision and liaison with the Chief Resident or Registrar. Ensure that junior medical staff are employed, deployed and trained effectively and that cost-effective rosters are formulated to meet clinical needs of the hospital.

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

Enquiries to Clinical Professor Anthony Bell, Department of Health and Human Services, phone (03) 6222 8430, email [anthony.bell@dhhs.tas.gov.au](mailto:anthony.bell@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Royal Hobart Hospital***Senior Speech Pathologist (517462).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$69,974–\$80,262 pro rata.

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

Permanent part-time day worker (20 hours per fortnight).

Location:—Hobart.

Duties:—Provide specialised clinical assessment and intervention for the requirements of the Speech Pathology service to paediatric patients of the Royal Hobart Hospital. Assist the Manager, Speech Pathology Service, in providing clinical leadership, professional support and ensuring best practice standards for speech pathology services provided by the Royal Hobart Hospital, in accordance with organisational policies and the professional code of conduct.

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

Enquiries to Lee Kethel, Department of Health and Human Services, phone (03) 6222 7122, email [lee.kethel@dhhs.tas.gov.au](mailto:lee.kethel@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Tasmanian Ambulance and Health Transport Service***Administrative Assistant (510550).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$40,815–\$43,348 per annum.

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

Permanent full-time day work.

Location:—Tasmanian Ambulance Service, Hobart.

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

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

Enquiries to Andrew O'Brien, Department of Health and Human Services, phone (03) 6230 8566, email [andrew.o'brien@dhhs.tas.gov.au](mailto:andrew.o'brien@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

**Tenancy Officer—3 Vacancies.**

Applications Close:—Friday, 5 December 2008.

Salary:—\$31,708–\$38,413 per annum.

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

Vacancy No. 517029.

Fixed-term full-time day work commencing 02 January 2009 until 31 December 2009.

Location:—Housing Tasmania, Hobart.

Vacancy No. 517031.

Fixed-term full-time day work commencing 02 January 2009 until 31 December 2009.

Location:—Housing Tasmania, Hobart.

Vacancy No. 517037.

Fixed-term full-time day work commencing 02 January 2009 until 31 December 2009.

Location:—Housing Tasmania, Hobart.

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 Kim Bomford, Department of Health and Human Services, phone (03) 6233 8635, email [kim.bomford@dhhs.tas.gov.au](mailto:kim.bomford@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## HUMAN SERVICES

*Children and Family Services*

## South West Area

**Child and Family Health Nurse (500929).**

Applications Close:—Friday, 12 December 2008.

Salary:—\$54,463–\$65,071 per annum.

Nurses (TPS) Award, Community FCH Nurse.

Permanent part-time day work (45.6 hours per fortnight).

Location:—Children and Family Services, South West.

Duties:—Within a Primary Health Care framework and in accordance with the philosophy of Child Health and Parenting Service, Agency policy and legal requirements, the Child and Family Health Nurse will: provide assessment,

care and support to individuals/groups; undertake all aspects of early identification and early intervention activities; and participate in community development and health promotion activities.

**Desirable Requirements:**—Minimum of 3 years post basic registration nursing experience and holds a relevant tertiary qualification or is working towards same. Comprehensive knowledge of the principles of primary health care and ability to apply these principles in practice. Demonstrated clinical skills appropriate to the area of family and child health nursing.

**Essential Requirements:**—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania. Current Drivers Licence. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction check 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 Kate Albury, Department of Health and Human Services, phone (03) 6230 7879, email kate.albury@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

### POPULATION HEALTH

#### *Public and Environmental Health*

#### ***Coordinating Epidemiologist (518421).***

Applications Close:—Friday, 12 December 2008.

Salary:—\$79,047–\$82,814 per annum.

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

Permanent full-time day work.

Location:—25 Argyle Street, Hobart.

**Duties:**—The Coordinating Epidemiologist is a senior member of the Epidemiology Unit with primary responsibility for managing and co-ordinating the unit and providing strategic advice and direction to the Director Population Health.

**Desirable Requirements:**—Relevant tertiary qualifications in applied epidemiology or biostatistics relevant to health. High-level knowledge and understanding of the determinants of health and of contemporary population health policy issues. Demonstrated high level experience in the design, management, conduct, and review of complex epidemiological investigations and related epidemiological studies. Demonstrated ability to provide human resource, strategic and operational management to a small epidemiology team.

Enquiries to Dr Roscoe Taylor, Department of Health and Human Services, phone (03) 6222 7730, email [roscoe.taylor@dhhs.tas.gov.au](mailto:roscoe.taylor@dhhs.tas.gov.au).

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

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

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## HEALTH AND HUMAN SERVICES

### STATEWIDE SYSTEMS DEVELOPMENT

#### *Mental Health Services*

#### ***Team Leader, Inpatient and Extended Treatment MHS (511836).***

Applications Close:—Friday, 12 December 2008.

Salary:—\$80,978 per annum.

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

Permanent full-time day work.

Location:—Various Inpatient and Extended Treatment Service Units within the Southern Region.

**Duties:**—The Team Leader will provide leadership and direction in the strategic development and management of a quality inpatient and extended treatment mental health service.

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

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

Enquiries to Stewart Reed, Department of Health and Human Services, phone (03) 6230 7549, email [stewart.reed@dhhs.tas.gov.au](mailto:stewart.reed@dhhs.tas.gov.au).

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

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

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## HEALTH AND HUMAN SERVICES

### STATEWIDE SYSTEMS DEVELOPMENT

#### *Mental Health Services*

#### ***Team Leader, Older Persons Mental Health Services (505047).***

Applications Close:—Friday, 12 December 2008.

Salary:—\$80,978 per annum.

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

Permanent full-time day work.

Location:—St Johns Park, New Town.

**Duties:**—The Team Leader will provide leadership and direction in the strategic development and management of a quality older persons mental health service and embed a team culture and philosophy consistent with broader Agency direction and the Model of Care and Service Principles articulated within the MHS Strategic Plan 2006-2011.

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

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

Enquiries to Stewart Reed, Department of Health and Human Services, phone (03) 6230 7549, email [stewart.reed@dhhs.tas.gov.au](mailto:stewart.reed@dhhs.tas.gov.au).

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

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

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## HEALTH AND HUMAN SERVICES

### STATEWIDE SYSTEMS DEVELOPMENT.

#### *Mental Health Services*

#### Forensic Mental Health Services

#### Community Forensic Mental Health Services

#### **Clinical Coordinator Community Forensic MHS (512547m).**

Applications Close:—Friday, 12 December 2008.

Salary:—\$69,869–\$74,792 per annum.

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

Permanent full-time day work.

Location:—Hobart with Statewide responsibilities.

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

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

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

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

Enquiries to Scott Beswick, Department of Health and Human Services, phone (03) 6336 2627, email [scott.beswick@dhhs.tas.gov.au](mailto:scott.beswick@dhhs.tas.gov.au).

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

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

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## HEALTH AND HUMAN SERVICES

### STATEWIDE SYSTEMS DEVELOPMENT

#### *Mental Health Services*

#### Forensic Mental Health Services

#### Community Forensic Mental Health Services

#### **Clinical Coordinator Community Forensic MHS (512547).**

Applications Close:—Friday, 12 December 2008.

Salary:—\$80,262–\$88,771 per annum.

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

Permanent full-time day Work.

Location:—Hobart with Statewide responsibilities.

PLEASE NOTE: This vacancy is also advertised as a Clinical Co-ordinator Community Forensic MHS (512547m), Registered Nurse Level 3. There is only one vacancy and one vacancy will be filled, based on merit.

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

Essential Requirements:—Satisfactory completion of an appropriate course of study at a recognised tertiary institution. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction check 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 Scott Beswick, Department of Health and Human Services, phone (03) 6336 2627, email [scott.beswick@dhhs.tas.gov.au](mailto:scott.beswick@dhhs.tas.gov.au).

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

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

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

## INFRASTRUCTURE, ENERGY AND RESOURCES

### CORPORATE SERVICES DIVISION

#### *Information Management*

#### **Windows Infrastructure Administrator (370568)**

Applications Close:—Wednesday, 10 December 2008.

Salary:—\$55,020–\$60,476 per annum.

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

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:—Provide high level technical support and advice, to maintain and enhance the Department's corporate applications on Windows – based servers and desktop environments and associated IT infrastructure in-line with DIER's Information, Communication and Technology (ICT) Strategy. Assist the Team Leader, Windows Infrastructure in the delivery of ICT outcomes to enable the seamless delivery of DIER's business objectives.

**Desirable Requirements:**—Professional information systems knowledge gained through satisfactory completion of an appropriate course of study at a tertiary institution and/or practical employment experience. Current Drivers Licence.

Enquiries to Mike Palfreyman, Windows Infrastructure Team Leader, Department of Infrastructure, Energy and Resources, phone (03) 6233 2063, email [mike.palfreyman@dier.tas.gov.au](mailto:mike.palfreyman@dier.tas.gov.au).

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

### FOREST PRACTICES AUTHORITY

#### *Research and Advisory Programme*

#### **Senior Aboriginal Heritage Officer (3037).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$38,927–\$45,854 per annum.

Technical Employees Award, Level 2.

Permanent full-time 73.5 hours per fortnight.

Location:—Launceston.

**Duties:**—To assist the Senior Archaeologist with research and pre-operational surveys, reporting and education and liaison activities related to the protection and management of Aboriginal cultural heritage in State forests and other wood production forests.

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

**Desirable Requirements:**—A minimum of 5 years experience as a heritage officer, including evidence of surveys, site recordings and project reporting. A current drivers licence.

Enquiries to Denise Gaughwin, Manager, Cultural Values Programme, Department of Infrastructure, Energy and Resources, phone (03) 6336 5384, email [denise.gaughwin@fpa.tas.gov.au](mailto:denise.gaughwin@fpa.tas.gov.au).

Applications to Manager Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936 Hobart 7001, phone (03) 6233 2060, fax (03) 6233 5337, email [recruitment@dier.tas.gov.au](mailto:recruitment@dier.tas.gov.au).

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

#### *Traffic and Infrastructure*

#### **Manager Traffic Management (372183).**

Applications Close:—Friday, 5 December 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 section's human, financial and physical resources to provide, in collaboration with road owners and stakeholders, a safe, efficient and accessible road network in Tasmania.

Provide high level professional advice on novel, contentious or complex technical issues to facilitate the delivery of 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:**—Experienced specialist engineers considered national or international experts in their field; senior project managers with responsibility for large, complex high priority projects; responsible for policy and planning and/or strategic direction.

Enquiries to David Johnson, Manager Traffic Management North, Department of Infrastructure, Energy and Resources, phone (03) 6336 2227, email [david.johnson@dier.tas.gov.au](mailto:david.johnson@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](mailto:recruitment@dier.tas.gov.au).

To be considered for an interview an applicant must address the selection criteria that are contained in the Statement of Duties. 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

#### *Traffic and Infrastructure*

#### **Manager Traffic Projects (372202).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$86,107–\$89,246 per annum.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

**Duties:**—Principally accountable for research, policy and development of best practice traffic safety initiatives. Provide strategic corporate leadership and responsible for instilling a strong traffic safety culture in the Agency and the promotion of continuous improvement of people and traffic safety systems, including the introduction of innovative and intelligent transport systems.

**Essential Requirements:**—Current Driver's Licence.

**Desirable Requirements:**—Relevant tertiary qualifications would be looked on as an advantage.

Enquiries to Simon Buxton, Director Traffic and Infrastructure, Department of Infrastructure, Energy and Resources, phone (03) 6233 5276, email [simon.buxton@dier.tas.gov.au](mailto:simon.buxton@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](mailto:recruitment@dier.tas.gov.au).

To be considered for an interview an applicant must address the selection criteria that are contained in the Statement of Duties. 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

*Traffic and Infrastructure***Planning and Design Officer (372170).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$51,504–\$57,221 per annum.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:—Provide significant and complex specialist technical services to support the development of the land transport network across a wide range of issues in Tasmania.

Essential Requirements:—An Advanced Diploma from a recognised TAFE institution, or an equivalent qualification, appropriate to the nature of the work. A current driver licence. Qualification appropriate to the nature of the work. For the purposes of the previous section, “an Advanced Diploma appropriate to the nature of the work” is an Advanced Diploma in Civil Engineering from a recognised tertiary institution.

Desirable Requirements:—Minimum 5 years demonstrated experience working in a transportation planning environment.

Enquiries to Russell Bauer, Manager Planning and Design, Department of Infrastructure, Energy and Resources, phone (03) 6233 6129, email russell.bauer@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.

To be considered for an interview an applicant must address the selection criteria that are contained in the Statement of Duties. The Department prefers the electronic submissions of applications, which will be acknowledged by return email upon successful transmission.

## JUSTICE

## MAGISTRATES COURT

*Hobart***Civil Court Officer (350190).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$46,736–\$49,582 per annum.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time 73.50 hours per fortnight.

Location:—Hobart.

Duties:—Co-ordinate the listing of minor civil claims, liaising with court staff and clients as required. Receive, verify and respond to specific enquiries for the Civil Division, via the front counter, telephone and electronic mediums and seeking advice where appropriate. Provide procedural advice and assistance to Court users in relation to the progress of civil and tribunal matters.

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 Evelyn Robertson, Manager, Civil Division, Magistrates Court, Department of Justice, phone (03) 6233 3620, email evelyn.robertson@justice.tas.gov.au.

Applications to Lee Steedman, Administrative Support Officer, Department of Justice, G.P.O. Box 825, Hobart 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 Andrew.Cox@justice.tas.gov.au or on (03)6233 3607.

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

## MAGISTRATES COURT

*Hobart***Conciliator/Court Officer (354939).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$51,504–\$57,221 pro rata.

Tasmanian State Service Award, General Stream, Band 4.

Permanent part-time 44.10 hours per fortnight working Wednesday, Thursday and Friday.

Location:—Hobart.

Duties:—Facilitate and undertake conciliations of civil and other matters. Provide high-level advice and assistance to Court users in relation to the progress of matters. Receive and respond to complex enquiries for the Civil Division via the front counter, telephone and electronic medium.

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 Evelyn Robertson, Manager, Civil Division, Magistrates Court, Department of Justice, phone (03) 6233 3620, email evelyn.robertson@justice.tas.gov.au.

Applications to Lee Steedman, Administrative Support Officer, Department of Justice, G.P.O. Box 825, Hobart 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 Andrew.Cox@justice.tas.gov.au or on (03) 6233 3607.

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JUSTICE  
MAGISTRATES COURT  
*Hobart*

***Court Clerk (352263).***

Applications Close:—Friday, 5 December 2008.

Salary:—\$46,736–\$49,582 pro rata.

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time 36.75 hours per fortnight working Mon, Tues in week one and Mon, Tues and Wed. in week two.

Location:—Devonport.

Duties:—Co-ordinate the day to day activities of the court including pre-court checking, preparation and organisation of documents, exhibits, correspondence and statistics. Ensure the proper and accurate recording and monitoring of court proceedings and the completion of all court records. Liaise with members of the public, the legal profession and prosecutors to facilitate court proceedings.

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 Leanne Gillon, Manager, NW Region, Magistrates Court, Department of Justice, phone (03) 6421 7885, email [leanne.gillon@justice.tas.gov.au](mailto:leanne.gillon@justice.tas.gov.au).

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Leanne.Gillon@justice.tas.gov.au or on (03) 6421 7885.

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

JUSTICE

OFFICE OF THE STATE ARCHITECT

***State Architect (356118).***

Applications Close:—Friday, 12 December 2008.

Salary:—\$114,167–\$125,584 per annum.

Professional Employees Award, Level 5.

Fixed-term full-time or part-time (no less than three days per week) for two years.

Location:—Hobart or elsewhere in Tasmania by negotiation.

Duties:—Provide independent expert advice to Government on architecture and design issues of strategic importance and on key projects. Lead the development of best practice guidelines around design and sustainability issues in Tasmania. Act as advocate for high quality outcomes in the built environment. Form collaborative working relationships with State agencies and other Stakeholders including peak professional bodies, the Heritage Council, Local Government, University of Tasmania and Tasmanian Climate Change Council. The State Architect will have an initial Ministerial reference to oversee the project for preparing a Sullivans Cove Master Plan. The University of Tasmania has agreed to facilitate suitable research and/or teaching opportunities for the appointee to this position.

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

Desirable Requirements:—An outstanding national reputation as an architectural practitioner and credible expert knowledge of architecture and design. A significant body of work in one or more area of expertise of critical importance to Tasmania's built environment. Advocacy, consensus building and leadership skills. Ability to provide comprehensive strategic and policy advice. Understanding of and commitment to public sector values together with a demonstrated degree of independence from interest groups.

Intending applicants seeking further information on complementary teaching or research opportunities at the University of Tasmania are invited to contact the Head of School of Architecture and Design, Professor Roger Fay, on (03) 6324 4476 or email [Roger.Fay@utas.edu.au](mailto:Roger.Fay@utas.edu.au).

Enquiries to Lisa Hutton, Secretary, Department of Justice, phone (03) 6233 6241, email [lisa.hutton@justice.tas.gov.au](mailto:lisa.hutton@justice.tas.gov.au).

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Julie Bellette on (03) 6233 3201.

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).

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## JUSTICE

## TASMANIA PRISON SERVICE

*Integrated Offender Management***Case Coordinator (354852).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$51,504–\$57,221 per annum.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time 73.50 hours per fortnight.

Location:—Risdon Prison.

Duties:—Conduct assessments of inmates utilising the approved Tasmania Prison Service Instruments. Develop sentence plans for inmates in conjunction with other Tasmania Prison Service Staff. Facilitate inmate referrals to external service providers in conjunction with Correctional Case Officers.

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.

Additional Information:—Applicants will be required to undertake, as part of the selection process, psychological assessment to determine suitability to work in a prison environment.

Enquiries to Jonathon Field, Manager Programmes and case co-ordination, Reintegration Unit Offender Services, Department of Justice, phone (03) 6216 8158, email Jonathon.Field@justice.tas.gov.au.

Applications to Lee Steedman, Administrative Support Officer, Department of Justice, 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](http://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

## TASMANIA PRISON SERVICE

*Integrated Offender Management***Facilitator, Criminogenic Programmes (355407).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$46,736–\$62,895 per annum.

Tasmanian State Service Award, Professional Stream, Band 1.

Permanent full-time 73.5 hours per fortnight.

Location:—Risdon Prison.

Duties:—Facilitate or co-facilitate the delivery of individual and group-based rehabilitation or intervention programmes to offenders, which may include the Sex Offender Treatment Programme. Undertake assessments of offenders to determine their suitability for participation in programmes and monitor progress as a result of such participation.

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

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

Additional Information:—Applicants will be required to undertake, as part of the selection process, psychological assessment to determine suitability to work in a prison environment.

Enquiries to Matt Bain, Senior Facilitator, Tasmania Prison Service, Department of Justice, phone (03) 6216 8099, email matt.bain@justice.tas.gov.au.

Applications to Lee Steedman, Recruitment and Establishment, Department of Justice, G.P.O. Box 825 Hobart 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](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Diana Ivanova on (03) 6216 8031.

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

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

## JUSTICE

## TASMANIA PRISON SERVICE

*Integrated Offender Management***Sport and Recreation Officer (355596).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$61,012–\$62,895 per annum.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time 73.5 hours per fortnight.

Location:—Risdon Prison.

Duties:—Within the context of the Integrated Offender Management framework, co-ordinate the delivery of sport and recreation programmes to inmates of the Tasmania Prison Service aimed at promoting well-being and personal development.

**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:**—Recognised vocational qualifications in Sport and Recreation and Workplace Assessment and Training.

**Additional Information:**—Applicants will be required to undertake, as part of the selection process, psychological assessment to determine suitability to work in a prison environment.

Enquiries to Jonathon Field, Manager Programmes and Case Coordination, Tasmania Prison Service, Department of Justice, phone (03) 6216 8031, email jonathon.field@justice.tas.gov.au.

Applications to Lee Steedman, Recruitment and Establishment, Department of Justice, G.P.O. Box 825 Hobart 7001, phone (03) 6233 9265, fax (03) 6233 3254, email lee.steedman@justice.tas.gov.au.

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

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

## JUSTICE

### WORKPLACE STANDARDS TASMANIA

#### **Senior Inspector, Dangerous Substances Unit (356119).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$61,012–\$62,895 per annum.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time 73.50 hours per fortnight.

Location:—Rosny.

**Duties:**—Assist the Manager (Dangerous Substances Unit) in promoting, monitoring, evaluating and reporting on the achievement of security and safety objectives according to the Security-Sensitive Dangerous Substances and Dangerous Goods legislative requirements. Assist in the development and implementation of policy, guidelines and systems for effective monitoring and control of programmes to achieve desired security and safety objectives for the community of Tasmania regarding the management of dangerous substances. Review and assess applications relating to the issuing of statutory permits and identity cards according to legislative requirements.

**Essential Requirements:**—Current driver's licence. 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; national police certificate; politically motivated violence.

Enquiries to Peter Davis, Manager, Dangerous Substances Unit, Workplace Standards Tasmania, Department of Justice, phone (03) 6233 8886, email Peter.Davis@justice.tas.gov.au.

Applications to Lee Steedman, Administrative Support Officer, Department of Justice, 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 Peter.Davis@justice.tas.gov.au or on (03) 6233 8886.

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

#### *Chief Inspector Mines*

#### **Office Administrator (356116).**

Applications Close:—Saturday, 6 December 2008.

Salary:—\$51,504–\$57,221 per annum.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time 73.50 hours per fortnight.

Location:—Rosny.

**Duties:**—Provide effective high level client services to the general public and industry, including liaison with Ministerial Officers and senior Government staff. Provide high level administrative and clerical support to the Office, including the co-ordination of tasks, the organisation and management of appointments, meetings and agendas, minutes, briefing notes and preparation of correspondence.

Enquiries to Fred Sears, Chief Inspector of Mines, Workplace Standards Tasmania, Department of Justice, phone (03)6233 8360, mobile 0428343115.

Applications to Lee Steedman, Administrative Support Officer, Department of Justice, G.P.O. Box 825, Hobart 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 Ellen Glazebrook@justice.tas.gov.au or on (03) 6216 4242.

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## JUSTICE

### WORKPLACE STANDARDS TASMANIA

#### *Inspectorate*

#### Northern Region

#### **Administrative Support Officer (355950).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$41,318–\$43,922 pro rata.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 44.10 hours per fortnight (working Mon. Tues. and Wed).

Location:—Launceston.

Duties:—Provide administrative, and clerical support. Assist with the preparation of documents, draft minutes and other correspondence. First point of contact for telephone and counter enquiries. Manager records, including incoming and outgoing mail and electronic and hard copy filing. Schedule appointments and meetings.

Enquiries to Damian Bingley, Acting Regional Manager, North, Workplace Standards Tasmania, Department of Justice, phone (03) 6336 2296, email [Damian.Bingley@justice.tas.gov.au](mailto:Damian.Bingley@justice.tas.gov.au).

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Alison.Gumley@justice.tas.gov.au or on (03) 6236 2516.

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

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

## PRIMARY INDUSTRIES AND WATER

### INFORMATION AND LAND SERVICES

#### *Geospatial Infrastructure*

#### **Programme Manager (Geodetic System) (702596).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$76,069–\$79,834 per annum.

Tasmanian State Service Award, Professional Stream, Band 3.

Permanent full-time.

Location:—Hobart.

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

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

Duties:—As a senior professional practitioner, manage the continuing development and maintenance of the State's geodetic survey system. Provide advice and assist the Chief Surveyor and Director Geospatial Information in the formulation of policies, standards and procedures relating to the Geodetic programme. Contribute to the continuing development of Tasmanian surveying and mapping systems, and to the provision of professional surveying services to Government.

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

Appropriate Course of Study:—For the purpose of the previous section, an appropriate course of study is a Degree in Surveying, Spatial Information Science or Geomatics or equivalent qualification from a recognised tertiary institution together with experience enabling registration as a Land Surveyor under the provisions of the *Surveyors Act 2002*.

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

Enquiries to Peter Bakes, phone (03) 6233 2513, email [peter.bakes@dpiw.tas.gov.au](mailto:peter.bakes@dpiw.tas.gov.au).

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

## PRIMARY INDUSTRIES AND WATER

### INLAND FISHERIES SERVICE

#### **Deputy Director (Readvertised) (341269).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$86,107–\$89,246 per annum.

Tasmanian State Service Award, General Stream, Band 8. Permanent full-time.

Location:—New Norfolk.

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

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

Duties:—To provide high level strategic policy advice to the Director of Inland Fisheries, senior members of the Executive, and other State Service Agencies. Coordinate and manage corporate, business and budgetary planning processes including the preparation of strategic, corporate and operational plans. Represent the IFS on working parties and steering groups and be a strong advocate for departmental and Government policy across a wide range of forums in high level, complex and often sensitive negotiations encompassing a variety of issues. Ensure the effective delivery of Business Services (including finance and marketing and promotions) and Biological Consultancy Services. Deputise for the Director as and when required.

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

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

Enquiries to Cindy Gillespie, phone (03) 6261 8065, email [cindy.gillespie@dpiw.tas.gov.au](mailto:cindy.gillespie@dpiw.tas.gov.au).

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

## PRIMARY INDUSTRIES AND WATER

### INLAND FISHERIES SERVICE

#### **Section Manager (Protection and Development) (Readvertised) (700369).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$79,834–\$83,597 per annum.

Tasmanian State Service Award, General Stream, Band 7. Permanent full-time.

Location:—New Norfolk.

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

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

Duties:—To provide and co-ordinate high level specialist advice and technical support to the Inland Fisheries Executive and the Inland Fisheries Advisory Council. Manage the human, physical and financial resources allocated to the Section within the framework of the Business Plan. Lead and co-ordinate the development, implementation, maintenance and review of policies, strategies and programmes that underpin fisheries development. Manage allocated projects and co-ordinate sub-projects. Represent the Service as required in negotiations and meetings, and liaise with other departments, local government, and the community on matters relating to fisheries management.

Desirable Requirements:—Appropriate tertiary qualifications in a relevant discipline. A current motor vehicle drivers licence.

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

Enquiries to Cindy Gillespie, phone (03) 6261 8065, email [cindy.gillespie@dpiw.tas.gov.au](mailto:cindy.gillespie@dpiw.tas.gov.au).

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

TAFE TASMANIA  
CORPORATE SERVICES

*Infrastructure and Applications Services Branch*

**IT Customer Support Officer (322701).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$38,927–\$51,357 per annum.

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

Permanent full-time.

Location:—South.

Duties:—To provide customer focused information technology support services to TAFE Tasmania customers in the delivery of help desk services, and undertake other operational and infrastructure activities, as required in all regions of the state as a member of the TAFE Tasmania IT Customer Support Team. The functions of this position may involve working outside of normal office hours.

Desirable Requirements:—Possession of an appropriate post secondary qualification and/or at least two years industry experience in the delivery of IT support and infrastructure services. Driver's licence.

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

Enquiries to Michael Moore, Helpdesk Coordinator, TAFE Tasmania, phone (03) 6233 4880, mobile 0418 352 281, email [Michael.Moore@tafe.tas.edu.au](mailto:Michael.Moore@tafe.tas.edu.au).

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

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

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

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

TAFE TASMANIA  
DELIVERY TEAMS

**Teacher (Childrens Services) (322492).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$45,875–\$68,649 per annum.

TAFE Teachers Award, Teacher.

Permanent full-time.

Location:—North.

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.

Desirable Requirements:—Successful completion of an apprenticeship and trade certificate or equivalent technical or commercial qualifications (including a technician

certificate) or a Degree, Diploma, or Associate Diploma deemed appropriate to the teaching area, and a minimum of 3 years relevant vocational or industrial experience, or other appropriate experience deemed relevant by the controlling authority. Certificate IV in Training and Assessment, or Certificate IV in Assessment and Workplace Training, or equivalent.

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

Enquiries to Adeline Hough, A/Team Leader, Children's Services North, TAFE Tasmania, phone (03) 6336 4298, mobile 0400 935 565, email [Adeline.Hough@tafe.tas.edu.au](mailto:Adeline.Hough@tafe.tas.edu.au).

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

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

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

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

TREASURY AND FINANCE

ECONOMIC AND FINANCIAL POLICY DIVISION

*Water and Sewerage Project Team*

**Assistant Director (Regulatory and Communications) (724035).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$86,107–\$89,246 per annum.

Tasmanian State Service Award, General Stream, Band 8.

Fixed-term full-time until May 2009.

Location:—Hobart.

Duties:—In the context of the selection criteria, to be successful in the position, applicants will: demonstrate the ability to identify strategic issues, understand complex issues and identify problems and assess and recommend possible solutions; demonstrate an understanding of economic regulation and/or the behavioural drivers of stakeholders; develop and manage consultation and communication strategies in an environment of conflicting stakeholder interests; be able to communicate precisely and succinctly to internal and external stakeholders; provide leadership and direction and manage resources to deliver outcomes in accordance with the position objective; and be flexible and adaptive in their approach and be able to manage deliverables in a highly ambiguous, evolving and sometimes rapidly changing environment.

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

Enquiries to Gary Swain, Deputy Director, Water and Sewerage Project, Intergovernment and Financial Policy Branch, Department of Treasury and Finance, phone (03) 6233 2250, email [gary.swain@treasury.tas.gov.au](mailto:gary.swain@treasury.tas.gov.au).

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

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

## TREASURY AND FINANCE

REVENUE, GAMING AND LICENSING DIVISION

*Revenue Branch***Client Services Officer (723981).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$41,318–\$43,922 per annum.

Tasmanian State Service Award, General Stream Band 2.

Permanent full-time.

Location:—Hobart.

Duties:—This position contributes to the efficient and effective collection of State taxation revenue and the payment of a range of grants.

In the context of the selection criteria, to be successful in the position applicants will have: a customer service focus; accurate data entry skills; a basic knowledge of reconciliation and other financial processes; good communication skills; and good computer skills.

Enquiries to Chris Sullivan, Team Leader, Revenue Branch, Department of Treasury and Finance, phone (03) 6233 2575, email [chris.sullivan@treasury.tas.gov.au](mailto:chris.sullivan@treasury.tas.gov.au).

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

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

## Tasmanian Government Senior Executives

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

PARKS AND WILDLIFE SERVICE

*Operations and Performance*

Southern Region.

**Deputy Secretary/General Manager, Parks and Wildlife Service (700451).**

Applications Close:—Friday, 5 December 2008.

Salary:—\$126,481–\$139,128 per annum.

Senior Executive, Level 3.

Senior Executive 5 year term.

Location:—Hobart.

Duties:—The Deputy Secretary/General Manager, Parks and Wildlife Service, is responsible for the successful leadership, strategic direction and corporate governance of the Parks and Wildlife Service and to represent the Agency when dealing with relevant Governmental business and stakeholders.

Desirable Requirements:—Relevant tertiary qualifications or demonstration of an equivalent level of skills, at least ten years executive-level experience in similar roles in the public and/or private sectors, and significant understanding of the local, national and world-wide trends in the management of protected areas.

Enquiries to Scott Gadd, Secretary, for more information about the vacancy phone (03) 6233 5908 or email [Scott.Gadd@depha.tas.gov.au](mailto:Scott.Gadd@depha.tas.gov.au). For a copy of the Statement of Duties, contact Lauren Parr, phone (03) 6233 5908 or email [Lauren.Parr@depha.tas.gov.au](mailto:Lauren.Parr@depha.tas.gov.au).

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

## Staff Movements

*Permanent Appointments*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Environment, Parks, Heritage & the Arts	Executive Support Officer	N. Fisher	6 months	20.11.08
Environment, Parks, Heritage & the Arts	Multimedia Technical Officer	L Gay	1 month	26.11.08
Health & Human Services	Telehealth Co-ordinator	K. McGuiinness	6 months	08.12.08
Health & Human Services	Community Nurse	M. Hunter	6 Months	16.11.08
Health & Human Services	Administrative Support Officer	M. Cresswell	6 months	19.11.08
Health & Human Services	Pharmacist	D. Ivkovic	6 months	05.11.08
Health & Human Services	Registered Nurse	C. Aldridge	6 Months	30.11.08
Health & Human Services	Manager Service Development & Training	J. Peachey	6 Months	19.01.09
Health & Human Services	Speech Pathologist	K. Oswald	6 months	24.11.08
Health & Human Services	Enrolled Nurse (Medication Endorsed)	K Reid	6 months	19.11.08
Health & Human Services	Registered Nurse	Z Lowe	6 months	24.11.08
Health & Human Services	Project Consultant	D. Schofield-Gavin	6 months	10.11.08
Health & Human Services	Registered Nurse	R Ashby	6 months	17.11.08
Health & Human Services	Specialist Radiographer - Sonographer	W Brodribb	6 months	24.11.08
Health & Human Services	Child Protection Worker	M. Antoney	6 months	24.11.08
Health & Human Services	Food Services Officer	J Devine	6 months	24.11.08
Health & Human Services	Food Services Officer	L Vellar	6 months	24.11.08
Health & Human Services	Registered Nurse	K Percy	6 months	01.12.08
Infrastructure, Energy & Resources	Network Supervisor	D McConnon	6 months	24.11.08
Justice	Probation Officer	B Luck	6 Months	24.11.08
Justice	Probation Officer	L Maddy	6 Months	24.11.08
Justice	Team Leader	D Leonard	6 Months	24.11.08
Premier & Cabinet	HRM Consultant (Systems)	D Hunt	6 months	07.11.08

*Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Environment, Parks, Heritage & the Arts	E. McDowell	Administrative Officer - Leases and Licences	19.11.08
Health & Human Services	P. Dodge	Property Consultant	24.11.08
Health & Human Services	L Kalimnios	Administrative Assistant	17.11.08
Health & Human Services	L Blackwell	Laboratory Technician	17.11.08
Health & Human Services	C. Shennan	Life Support Coordinator	12.01.09
Health & Human Services	E. Khan	Communications & Marketing Officer	18.11.08
Health & Human Services	B. Prendergast	Manager Records	24.11.08
Health & Human Services	E. Saleta	Executive Support Officer	11.11.08
Infrastructure, Energy & Resources	S DeCesare	Assistant Manager Driver Testing	03.11.08
Primary Industries & Water	M.Noble	Weed Management Planning Officer	24.11.08
Treasury & Finance	S. Whitehouse	Senior Human Resource Officer	27.11.08

*Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Continence Nurse Advisor	B. Franken	07.11.08

*Resignation of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Environment, Parks, Heritage & the Arts	Discovery Ranger	S Gero	01.08.08
Environment, Parks, Heritage & the Arts	Discovery Ranger	M Ivey-Law	05.11.08
Environment, Parks, Heritage & the Arts	Senior Information Technology Officer	G Hope	21.11.08
Environment, Parks, Heritage & the Arts	Field Officer	S Locke	26.11.08
Environment, Parks, Heritage & the Arts	Visitor Reception Officer	R Ward	24.11.08
Health & Human Services	Client Support Officer	G. Ray	07.11.08
Health & Human Services	Registered Nurse	A. Barnes	15.11.08
Health & Human Services	Genetic Counsellor	E.Rickard	14.11.08
Health & Human Services	Nurse Unit Manager	A Harrison	30.10.08
Health & Human Services	Executive Assistant	L. Whiteley	10.11.08
Health & Human Services	Community Health Nurse	M.Paterson	01.11.08
Health & Human Services	Support Worker	D. Hanley	10.11.08
Health & Human Services	Pathology Clerk	M. Cox	18.11.08
Health & Human Services	Telephonist	M. Jones	31.10.08
Health & Human Services	Child Protection Worker	I. Smith	08.08.08
Health & Human Services	Administrative Officer	K Stephenson	14.11.08
Health & Human Services	Customer Service Officer	J.Blake	14.11.08
Infrastructure, Energy & Resources	Senior Policy Analyst	D Burnaby	14.11.08
Infrastructure, Energy & Resources	Planning Analyst	R Whiteley	12.11.08
Justice	Clerk	N. Spaulding	18.11.08
Police & Emergency Management	Computer Systems Officer	C Peters	21.11.08

*Transfer of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Environment, Parks, Heritage & the Arts	G Hope	Premier & Cabinet	Systems and Network Administrator	24.11.08
Environment, Parks, Heritage & the Arts	S.Locke	Primary Industries & Water	Investigations Officer	27.11.08

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