



TASMANIAN STATE SERVICE NOTICES

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OVER THE COUNTER
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INCLUDING G.S.T.

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

Vacancies—General Information

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

www.jobs.tas.gov.au

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

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

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

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

Further Information

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

Submission of Applications

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

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

Fixed-Term Appointment

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

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

Fixed-Term Employment Registers

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

The new supervisor

- Discover how to change from team member to team 'leader'
- How to earn the respect of team members who are older than you
- What is your current supervision style?
- What are the strengths and limitations of your style?
- How to give praise and constructive criticism
- Learn how to motivate people who have done the same job for years
- How to give criticism to people who take everything as a personal 'attack'
- The 4 supervision strategies - Directing, Coaching, Consulting, Delegating
- The brilliant system for choosing the right strategy at the right time
- How to manage 'difficult' staff in a calm and confident way
- Discover how great leaders respond in a crisis

Launceston: 30 & 31 October

Cost: \$595 **In-house:** \$1650 / day (6 to 16 people)



Assertiveness & conflict resolution skills

Standing up for yourself

- Learn how to express your ideas logically
- How to buy time to think under pressure
- How to respond calmly to personal criticism

What makes people tick?

- What are Jung's personality types?
- What is your personality type? (questionnaire)
- Discover how to make the most of your natural style as a communicator

The 5 conflict resolution strategies

- How to choose the right strategy at the right time
- How to make people stop and listen to you
- How to say 'no' without feeling guilty

Negotiating with bosses & co-workers

- How to look confident when you feel nervous
- The best questions for uncovering hidden issues
- How to handle tactics and bullies confidently

Launceston: 16 & 17 October

Cost: \$475 **In-house:** \$1650 / day (6 to 16 people)



Developing Potential (Australia) Pty Ltd

Email: training@developingpotential.com.au

Course outlines and costs: www.developingpotential.com.au

Please Phone: 6224 1066

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

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

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

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

Government Gazette:—

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

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

ECONOMIC DEVELOPMENT AND TOURISM

SPORT AND RECREATION TASMANIA

Sport and Recreation Services

Programme Manager, Trails and Bikeways (425048).

Applications Close:—Friday, 17 October 2008.

Salary:—\$71,326–\$73,143 per annum.

Administrative and Clerical Employees Award, Level 9.

Permanent full-time.

Location:—Launceston or Hobart.

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

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

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

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

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

ECONOMIC DEVELOPMENT AND TOURISM

SPORT AND RECREATION TASMANIA

Sport and Recreation Services

Communications and Events Officer (424752T).

Applications Close:—Friday, 17 October 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Fixed-term full-time to 30 June 2009.

Location:—Hobart.

Duties:—Develop strategies and actions to address Sport and Recreation Tasmania's communications and public relations needs.

Desirable Requirements:—Relevant tertiary qualification in communications, public relations, marketing or equivalent. A current driver's licence.

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

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

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

EDUCATION

COMMUNITY KNOWLEDGE NETWORK

State Library of Tasmania

Public Library Services

Marketing and Promotions

Communications and Marketing Officer (963812).

Applications Close:—Friday, 17 October 2008.

Salary:—\$56,854–\$60,476 pro rata.

Administrative and Clerical Employees Award, Level 7.

Permanent part-time 58.8 hours per fortnight 52 weeks per year.

Location:—Hobart.

Description of the Role:—Responsible for the co-ordination and development of a range of communication and marketing services that enhance and promote a positive image of the Community Knowledge Network. Provide advice and support to local managers on communications and marketing strategies.

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:—Tertiary qualifications in a related discipline would be an advantage.

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 Maxine Turner phone (03) 6233 7465 email maxine.turner@education.tas.gov.au.

Enquiries to Deborah Wright, Department of Education, phone (03) 6233 8631, email deborah.wright@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

COMMUNITY KNOWLEDGE NETWORK

State Library of Tasmania

Reference and Online Services

HR Co-ordinator (CKN) (963843).

Applications Close:—Friday, 17 October 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

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

Location:—Hobart.

Description of the Role:—Provide high level advice to the Manager Reference and Online on human resource issues and resolve complex problems.

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 Darryn Hugo, Department of Education, phone (03) 6233 7742, email darryn.hugo@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

CORPORATE SERVICES

Information and Technology Services

Schools and Client IT Support

Senior Consultant IT, School Support (963699).

Applications Close:—Friday, 17 October 2008.

Salary:—\$71,326–\$73,143 per annum.

Administrative and Clerical Employees Award, Level 9.

Permanent full-time.

Location:—Learning Services (North).

Description of the Role:—Undertake the management, co-ordination and training for allocated IT support staff located in schools. Undertake consultancies in information technology in one or more of the following areas: technical support of computer systems, technical support of computer networks, software projects, client support and ICT infrastructure planning.

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 degree in computer science or equivalent qualification. Relevant qualifications in Information Technology and in Workplace Training and Assessment. 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 Scott Ashton, Department of Education, phone (03) 6233 6916, email scott.ashton@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Mountain Heights School

School Attendant (Grounds) (300393).

Applications Close:—Friday, 17 October 2008.

Salary:—\$33,637 per annum.

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

Permanent full-time.

Location:—Mountain Heights 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 Judy McCauley, Department of Education, phone (03) 6471 1977, email judy.mccauley@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Sprent Primary School

School Attendant (952634).

Applications Close:—Friday, 17 October 2008.

Salary:—\$33,637 pro rata.

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

Permanent part-time 65 hours per fortnight 52 weeks per year.

Location:—Sprent Primary School.

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

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

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

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

Enquiries to Ross Belbin, Department of Education, phone (03) 6429 3147, email ross.belbin@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)

Advanced Skills Teacher, Vision Services (963845).

Applications Close:—Friday, 17 October 2008.

Salary:—\$77,046 per annum.

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

Permanent full-time.

Location:—Hobart. Relocation expenses may apply for the successful applicant.

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.

Local task list is available.

Enquiries to Lynne James, Department of Education, phone 0419 588 062, email lynne.james@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
NEWSTEAD COLLEGE

Web and Media Support Officer (961914).

Applications Close:—Friday, 17 October 2008.
Salary:—\$38,927–\$42,233 per annum.
Administrative and Clerical Employees Award, Level 3.
Permanent full-time.
Location:—Newstead College.

Description of the Role:—The provision of a range of web and media support including the production of desktop publishing and school publications for Newstead College and other education institutions within Northern Tasmania. General administrative and support tasks, including troubleshooting, hardware support, software management and advisory service to staff.

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

Desirable Requirements:—Relevant qualifications and/or experience in Graphic Design.

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

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

Enquiries to Debra Scott, Department of Education, phone (03) 6332 3232, email debra.scott@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.

ENVIRONMENT, PARKS, HERITAGE AND THE
ARTS

OFFICE OF THE SECRETARY
Information Management Branch

Multimedia Technical Officer (706053).

Applications Close:—Friday, 17 October 2008.
Salary:—\$64,096–\$67,714 per annum.
Administrative and Clerical Employees Award, Computer Systems Officer, Level 3 (A and C Level 8).
Permanent part-time -0.8 FTE.
Location:—Hobart.

Please Note:—Pro-rata salary is based on the above full-time rate.

Duties:—To conceptualise, design and deliver a range of multimedia works to meet the business needs of the Department's business units.

Desirable Requirements:—Degree or equivalent in Information Technology or related disciplines, at least 5 years experience in multimedia design and production, along with demonstrated experience in project and resource management.

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

ENVIRONMENT, PARKS, HERITAGE AND THE
ARTS

PARKS AND WILDLIFE SERVICE

Operations and Performance

North West Region

Fire Operations Officer (705876).

Applications Close:—Friday, 17 October 2008.
Salary:—\$49,523–\$51,357 per annum.
Administrative and Clerical Employees Award, Level 5.
Permanent full-time.
Location:—Ulverstone.

Duties:—To plan and execute operations of the fire management programme, with a specific focus on the planning and supervision of prescribed burning.

Desirable Requirements:—A current driver's licence, successful completion of the fire-fighter fitness assessment at the 'Arduous' level (4.83 km walk carrying 20.5 kg in 45 minutes or less), current competency in 'Fire Ground Supervision' (FFFOP301A – Forestry Tasmania accredited course) or a nationally accredited competency deemed to be equivalent, current competency in 'Low Intensity Burning' (FFFOP401A – Forestry Tasmania accredited course) or a nationally accredited competency deemed to be equivalent, or working towards gaining that competency, a current driver's licence Class MR or HR, a Workplace Level 2 First Aid Certificate and a current Chainsaw Operator's Certificate or the ability to acquire these certificates prior to appointment.

Enquiries to Chris Irvine, Fire Management Officer for further information regarding the vacancy, phone (03) 6429 8716 or email Chris.Irvine@parks.tas.gov.au. For a copy of the Statement of Duties contact, Dennis Stoddart, phone (03) 6429 8719, email Dennis.Stoddart@parks.tas.gov.au.

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

ENVIRONMENT, PARKS, HERITAGE AND THE
ARTS

PARKS AND WILDLIFE SERVICE

Operations and Performance

Northern Region

Regional Programme Co-ordinator (706311).

Applications Close:—Friday, 17 October 2008.
Salary:—\$64,096–\$67,714 per annum.
Administrative and Clerical Employees Award, Level 8.
Permanent part-time, .6 FTE.

Location:—Prospect.

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

Duties:—Direct, lead and manage programme advisory services to ensure the necessary expertise, advice and information is provided in accordance with business plans and strategic priorities to operational staff and ensure appropriate policy, systems and processes are developed and consistently applied across the region.

Desirable Requirements:—Tertiary qualifications in environmental, urban and/or rural planning and a current motor vehicle driver's licence.

Enquiries to Chris Colley, Regional Manager, for more information about the vacancy, phone (03) 6336 5278, email Chris.Colley@parks.tas.gov.au or Rowena Lundie for a copy of the Statement of Duties, phone (03) 6336 5267, email Rowena.Lundie@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, Tas 7001, phone (03) 6233 5914, fax (03) 6233 5907, email applications@depha.tas.gov.au.

ENVIRONMENT, PARKS, HERITAGE AND THE
ARTS

TASMANIAN MUSEUM AND ART GALLERY

Collections and Research

Senior Curator, Zoology (424215).

Applications Close:—Friday, 24 October 2008.

Salary:—\$62,286–\$67,714 per annum.

Professional Employees Award, Level 2.

Permanent full-time.

Location:—Rosny.

Duties:—To develop, manage and promote the invertebrate and vertebrate zoology collections of the TMAG, and to undertake taxonomic research on the Tasmanian fauna. To promote zoological knowledge and TMAG through publication, education, displays, exhibitions and other public programmes. To supervise and train staff and volunteers where required.

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 role is to satisfy pre-employment checks before taking up the appointment, promotion or transfer. The following checks are to be conducted:—conviction check for: crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Desirable Requirements:—Proven expertise in either invertebrate or vertebrate zoology and familiarity with modern phylogenetic methods of analysis, a post-graduate degree preferably to PhD level, knowledge and proven experience in museum exhibition development, a proven track record of securing external funding to undertake research projects and a significant record of collection-focused taxonomic research.

Enquiries to Stella O'Brien for further information about the vacancy or for a copy of the Statement of Duties, phone (03) 6211 4178, email Stella.O'Brien@tmag.tas.gov.au.

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

ENVIRONMENT, PARKS, HERITAGE AND THE
ARTS

TASMANIAN MUSEUM AND ART GALLERY

Public Programmes and Operations

Gallery Assistant (Generic).

Applications Close:—Friday, 17 October 2008.

Salary:—\$35,933 per annum.

Operational Employees Award, Level 4.

Fixed-term part-time until March 2009.

Location:—Hobart.

Several part-time vacancies are available with hours of work ranging from 0.30-0.80 of the full-time equivalent of hours. Pro-rata salary is based on the above full-time rates.

Duties:—Undertake duties associated with the Mike Parr Exhibition that contains material some people may find confronting or contentious. Assist the public in their use of the Museum's buildings and facilities and ensure the security of the Museum's buildings and collections. Attend to the cleanliness, general maintenance and upkeep of the buildings.

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

Desirable Requirements:—Prior experience in a customer service focussed role would be considered an advantage as well as Certificate 3 in Security Operations or the ability to attain.

Enquiries to Garry Armstrong, Customer Service Manager for further information regarding these vacancies, phone (03) 6211 4134, mobile 0429 167 938, email Garry.Armstrong@tmag.tas.gov.au or for a copy of the Statement of Duties contact, Rohan Astley, phone (03) 6211 4115, email Rohan.Astley@tmag.tas.gov.au.

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

ENVIRONMENT, PARKS, HERITAGE AND THE
ARTS

TASMANIAN MUSEUM AND ART GALLERY

Public Programmes and Operations

Manager, Centre for Learning and Discovery (706267).

Applications Close:—Friday, 17 October 2008.

Salary:—\$71,326–\$73,143 per annum.

Administrative and Clerical Employees Award, Level 9.

Permanent full-time.

Location:—Hobart.

Duties:—To carry out a variety of complex functions including: Planning and implementation of the TMAG Centre for Learning and Discovery public programmes,

overseeing the delivery and co-ordination of educational and interpretive programmes and staff, including volunteer guides and ensuring the high quality of TMAG's contribution to public knowledge.

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

Desirable Requirements:—A current driver's licence and tertiary qualifications in a relevant discipline together with demonstrable experience in a management role would be well regarded.

Enquiries to Peta Dowell-Hentall, Deputy Director Public Programmes for further information regarding the vacancy, phone (03) 6211 4115 or email Peta.Dowell-Hentall@tmag.tas.gov.au. For a copy of the, Statement of Duties contact Rohan Astley, phone (03) 6211 4116, email Rohan.Astley@tmag.tas.gov.au.

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

HEALTH AND HUMAN SERVICES

BUSINESS SERVICES NETWORK

Human Resources

HR Relationship Team

HR Consultant, RHH (514357)—RE-ADVERTISED.

Applications Close:—Friday, 17 October 2008.

Salary:—\$70,573–\$72,385 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 9.

Fixed-Term full-time day work from November 2008–June 2009

Location:—Royal Hobart Hospital

Duties:—The HR Consultant provides high-level human resource (HR) consultancy services to senior managers and employees and works closely with individual business units to help diagnose and manage HR needs within the Royal Hobart Hospital (RHH). This includes managing localised industrial and performance management issues.

Desirable Requirements:—Demonstrated high-level human resource management skills with knowledge and experience in the complete range of HR Services including effective management of industrial relations issues and the ability to apply these within the Tasmanian State Service context. Demonstrated strategic, conceptual, diagnostic and analytical skills including the ability to provide high-level advice and consultancy services on HR issues at a range of levels and to broker appropriate solutions in a complex environment. High-level interpersonal, liaison, facilitation and communication (both written and verbal) skills and significant experience and skills in negotiating with management, employees and unions in the resolution of disputes and grievances.

Enquiries to Andrew Conrad, Department of Health and Human Services, phone (03) 6222 7119, email andrew.conrad@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, GPO Box 125, Hobart, Tasmania, 7001.

HEALTH AND HUMAN SERVICES

BUSINESS SERVICES NETWORK

Human Resources

HR Relationship Team

HR Consultant, Human Services (514365).

Applications Close:—Friday, 24 October 2008.

Salary:—\$70,573–\$72,385 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 9.

Permanent full-time day work.

Location:—Hobart.

Duties:—Using a portfolio management approach, the HR Consultant provides high-level human resource (HR) consultancy services to senior managers and employees and works closely with individual business units to help diagnose and manage HR needs within the portfolio. This includes managing localised industrial and performance management issues. In addition, the HR Consultant will have some group-wide project responsibilities.

Desirable Requirements:—Demonstrated high-level human resource management skills with knowledge and experience in the complete range of HR Services including effective management of industrial relations issues and the ability to apply these within the Tasmanian State Service context. Demonstrated strategic, conceptual, diagnostic and analytical skills including the ability to provide high-level advice and consultancy services on HR issues at a range of levels and to broker appropriate solutions in a complex environment. High-level interpersonal, liaison, facilitation and communication (both written and verbal) skills and significant experience and skills in negotiating with management, employees and unions in the resolution of disputes and grievances.

Enquiries to Michael Bennett, Department of Health and Human Services, phone (03) 6233 2415, email michael.bennett@dhhs.tas.gov.au.

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

HEALTH AND HUMAN SERVICES

BUSINESS SERVICES NETWORK

Human Resources

Human Resource Development

HRD Consultant, Management Development (515059).

Applications Close:—Friday, 17 October 2008.

Salary:—\$70,573–\$72,385 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 9.

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

Location:—Launceston.

Duties:—The Human Resources Development (HRD) Consultant is accountable to the Manager HRD for the delivery of high level specialist advisory and consultancy

service for the generic learning and development needs of Agency's employees, leaders and managers. This includes, but is not limited to advice and brokerage of VET sector qualifications, advice and brokerage of non-accredited learning and development opportunities and the development and delivery of in-house training solutions.

Desirable Requirements:—Ability to find sustainable solutions for the Agency's training needs, through identifying and analysing all relevant issues. Individuals who are receptive to new ideas, who challenge existing practices and processes and who can respond and adjust easily to changing demands and circumstances. A working knowledge of National Learning Frameworks, with demonstrated experience in the development and delivery of learning and development solutions.

Enquiries to Craig McShane, Department of Health and Human Services, phone (03) 6233 3088, email craig.mcshane@dhhs.tas.gov.au.

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

HEALTH AND HUMAN SERVICES

BUSINESS SERVICES NETWORK

Human Resources

Recruitment Services

Recruitment Operations

Recruitment Liaison Officer (515549).

Applications Close:—Friday, 17 October 2008.

Salary:—\$48,862–\$50,671 per annum.

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

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

Location:—Hobart.

Duties:—As a member of the Recruitment Services Team, the Recruitment Liaison Officer is responsible for providing sound advice and assistance for managers and staff on all aspects of the recruitment cycle within the designated Group including specialist campaigns and conjoint appointments where necessary. Provide advice, assistance and ad-hoc training to managers on the usage of the Recruitment Technology Solution (RTS) and organising, co-ordinating and monitoring of the recruitment process and time frames within the Group.

Desirable Requirements:—Demonstrated organisational and co-ordination skills, with a good knowledge of and/or experience in recruitment practices and processes. Review, research and evaluation skills and an understanding of project management principles. Well developed self management and time management skills and the ability to plan, organise, set priorities and work effectively and efficiently to achieve set objectives and meet deadlines, both individually and as part of a team. Demonstrated knowledge of contemporary human resource policy and process, particularly related to recruitment, and the ability to apply this in the Tasmanian State Service context.

Enquiries to Wendy Brown, Department of Health and Human Services, phone (03) 6233 4663, email wendy.brown@dhhs.tas.gov.au.

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

HEALTH AND HUMAN SERVICES

CORPORATE GOVERNANCE

Communications and Media

Communications and Marketing Officer (Web Publishing) (511445).

Applications Close:—Friday, 17 October 2008.

Salary:—\$56,101–\$59,721 per annum.

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

Permanent full-time day work.

Location:—Hobart or Launceston.

Duties:—The Communications and Marketing Officer will manage, co-ordinate and initiate a range of communication and marketing activities and undertake a range of projects aimed at informing stakeholders of Agency related information through the use of web technology. Participate in the determination of Branch priorities, including the development of policy, quality initiatives and strategic and business plans.

Desirable Requirements:—Extensive knowledge and significant experience in the development and implementation of large scale websites. Demonstrated written and verbal communication skills including the capacity to produce quality documents in a variety of communication formats and a willingness to interact with a wide range of clients and external business partners. Highly developed organisational skills, including a demonstrated ability to determine priorities, make independent decisions and meet tight deadlines.

Enquiries to Tom Burton, Department of Health and Human Services, phone (03) 6233 2046, email tom.burton@dhhs.tas.gov.au.

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

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Aged Care and Rehabilitation

Principal Consultant, Aged Care and Rehabilitation (518290).

Applications Close:—Friday, 24 October 2008.

Salary:—\$98,116–\$102,233 per annum.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional Specialist, Level 5, Grade 1-2.

Permanent full-time day work.

Location:—Hobart.

Duties:—Lead and manage the provision of Statewide policy and service development across the Department in relation to the provision of rehabilitation and aged care services.

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

Enquiries to Wendy Quinn, Department of Health and Human Services, phone (03) 6233 0471, email wendy.quinn@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Launceston General Hospital

Manager (Oncology Clinical Trial Unit) (503858).

Applications Close:—Friday, 17 October 2008.

Salary:—\$69,869–\$74,792 pro rata.

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

Permanent part-time day worker, working 60.8 hours per fortnight.

Location:—Medicine, W P Holman Clinic.

Duties:—The Oncology Clinical Trial Unit is located within the WP Holman Clinic at the Launceston General Hospital. The unit acts as a co-ordination centre for research and supports investigators from the areas of medical oncology, radiation oncology, palliative care and haematology. The Oncology Clinical Trial Manager is responsible for the overall management, day-to-day functioning and ongoing development of the unit.

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

Enquiries to Grant Smith, Department of Health and Human Services, phone (03) 63487159, email grant.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, Tasmania, 7001.

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Launceston General Hospital

Senior Occupational Therapist (514737).

Applications Close:—Friday, 17 October 2008.

Salary:—\$69,974–\$80,262 per annum.

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

Permanent full-time day work.

Location:—Clinical Services, Allied Health.

Duties:—To promote, develop and provide Occupational Therapy services in accordance with professional standards to a predominantly specialist (Neuro) caseload. To provide professional supervision and guidance to Level 1 Occupational Therapists. To provide professional advice and staff development to others with regard to the field of specialisation.

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

Enquiries to Cindy Hollings, Department of Health and Human Services, phone (03) 63487221, email cindy.hollings@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Mersey Community Hospital

Pharmacist Trainee/Graduate Pharmacist (515852).

Applications Close:—Friday, 17 October 2008.

Salary:—\$45,535–\$73,058 per annum.

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

Fixed-term full-time day worker. To commence on 1 January 2009 until 31 December 2009.

Location:—Pharmacy, Mersey Community Hospital.

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

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

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

Enquiries to Lorraine Smith, Department of Health and Human Services, phone (03) 64265638, email lorraine.smith@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Mersey Community Hospital

Registered Nurse (516932).

Applications Close:—Friday, 17 October 2008.

Salary:—\$43,859–\$59,950 pro rata.

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

Permanent part-time shift worker, working 74 hours per fortnight.

Location:—Oncology, Mersey Community Hospital.

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

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

Enquiries to Anne Cabalzar, Department of Health and Human Services, phone (03) 6426 5263, email anne.cabalzar@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

North West Regional Hospital

Registered Nurse (502195).

Applications Close:—Friday, 17 October 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, Operating Room Suite.

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

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

Enquiries to Bill Kerr, Department of Health and Human Services, phone (03) 6430 6652, email william.kerr@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Office of the Deputy Secretary

Executive Services Officer (516556).

Applications Close:—Friday, 17 October 2008.

Salary:—\$52,481–\$54,291 per annum.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—Provide high level co-ordination and executive support within the Office of the Deputy Secretary, Health

Services. Provide a secretariat function and support the Health Services Executive in preparing and co-ordinating papers and minutes. Undertake correspondence, provide reports, submissions and respond to ministerial requests. Undertake projects, including those associated with planning and policy development either individually or as a member of a project team.

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

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Planning Policy and Performance Unit

Project Support Officer (517258).

Applications Close:—Friday, 17 October 2008.

Salary:—\$48,862–\$50,671 per annum.

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

Permanent full-time daywork.

Location:—Planning, Policy and Performance Unit, Launceston.

Duties:—Under the direction of Senior Consultant, Policy and Projects manage the Primary Health Intranet site, including the development of appropriate procedures enabling electronic access to policies, guidelines and other information applicable to the Business Unit. Ensure the ongoing maintenance and updating of policies and protocols held on the Intranet site. Provide general project support and assistance to the Senior Consultant, Policy and Projects and other senior staff of the Planning, Performance and Policy Unit relating to policy development, review and evaluation.

Desirable Requirements:—A creative flair with knowledge and practical experience of web technologies and demonstrated ability to manage business processes associated with the delivery of internet and intranet services, including knowledge and experience in the development and implementation of corporate, government or business websites. Well developed computer skills – demonstrated experience in using Internet/Intranet products, word processing, spreadsheets and database computer software packages with a high level of accuracy. Well developed written and verbal communication skills, including the capacity to proofread and edit policy documents and to prepare correspondence and basic reports and briefs.

Enquiries to Di Driscoll, Department of Health and Human Services, phone (03) 6222 7632, email di.driscoll@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Primary Health North

Client Services Liaison Officer (512511).

Applications Close:—Friday, 17 October 2008.

Salary:—\$38,464 per annum.

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

Fixed-term part-time daywork, 8 hours per fortnight, commencing As soon as possible to 30 November 2008.

Location:—Campbell Town Multi Purpose Service.

Duties:—Monitor and review a range of client services for Home and Community Care (HACC) and other clients, their families and/or carers, within the Campbell Town Health and Community Service catchment area.

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

Enquiries to Jan Harvey, Department of Health and Human Services, phone (03) 6381 3331, email jan.harvey@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Primary Health North

Registered Nurse (504193).

Applications Close:—Friday, 17 October 2008.

Salary:—\$43,859–\$59,950 per annum.

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

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

Location:—St Helens Hospital and Community Service Centre.

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 role is to satisfy pre-employment checks before taking up the appointment, promotion or transfer. The following checks are to be conducted:—conviction check for: crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Miriam Deacon, Department of Health and Human Services, phone (03) 6376 5200, email miriam.deacon@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Primary Health North

Transport (505973).

Applications Close:—Friday, 17 October 2008.

Salary:—\$34,812–\$35,533 pro rata.

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

Fixed-term part-time daywork, 60 hours per fortnight, commencing 27 October 2008 to 1 December 2008.

Location:—Campbell Town Health and Community Service.

Duties:—Provide an effective, efficient and safe transport service for clients who reside in the catchment area of the Campbell Town Health and Community Service (CTHCS).

Essential Requirements:—Current Drivers Licence.

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

Enquiries to Jan Harvey, Department of Health and Human Services, phone (03) 6381 3330, email jan.harvey@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Primary Health North West

Community Health Nurse (502617).

Applications Close:—Friday, 17 October 2008.

Salary:—\$54,463–\$65,071 pro rata.

Nurses (TPS) Award, Community FCH Nurse.

Permanent part-time shiftwork, 32 hours per fortnight.

Location:—Community Health, Smithton.

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 role is to satisfy pre-employment checks before taking up the appointment, promotion or transfer. The following checks are to be conducted:—conviction check for: crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

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

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Primary Health North West

Community Health Nurse (502784).

Applications Close:—Friday, 17 October 2008.

Salary:—\$54,463–\$65,071 pro rata.

Nurses (TPS) Award, Community FCH Nurse.

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

Location:—Community Health Centres, Burnie and Wynyard.

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. A current drivers licence.

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

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

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Primary Health North West

Enrolled Nurse (502548).

Applications Close:—Friday, 17 October 2008.

Salary:—\$44,751–\$46,469 pro rata.

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

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

Location:—Community Health, Burnie and Wynyard.

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

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

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

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

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Primary Health North West

Enrolled Nurse Relief (502565).

Applications Close:—Friday, 17 October 2008.

Salary:—\$40,040–\$43,433 pro rata.

Nurses (TPS) Award, Enrolled Nurse.

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

Location:—James Muir Community Health Centre, Wynyard.

Duties:—Enrolled Nurse, Level 1.

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

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

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

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Primary Health South

Community Occupational Therapist (506576).

Applications Close:—Friday, 24 October 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 work, working 61.5 hours per fortnight.

Location:—Southern Region.

Duties:—In accordance with organisational policies and professional code of ethics, provide an efficient and effective occupational therapy service to aged and disabled clients in the community. Contribute to programme development and service delivery including health promotion projects in the district in which the Occupational Therapist works and education and supervision of support staff and students as required.

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

Enquiries to Linda Osborne, Department of Health and Human Services, phone (03) 6222 7280, email linda.osborne@dhhs.tas.gov.au.

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

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Primary Health South

Community Speech Pathologist (506076).

Applications Close:—Friday, 17 October 2008.

Salary:—\$69,974–\$80,262 per annum.

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

Permanent full-time day work.

Location:—Southern Region.

Duties:—Provide and evaluate a speech pathology community outreach service in accordance with Primary Health policies within southern Tasmania. Assess diagnosis and manage the communication, swallowing and cognitive problems of clients with complex care needs, in the community setting.

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

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

Enquiries to Fred Howard, Department of Health and Human Services, phone (03) 6222 7216, 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, Tasmania, 7001. Please do not send applications to the contact person.

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Primary Health South

Rehabilitation Nurse (513459).

Applications Close:—Friday, 24 October 2008.

Salary:—\$60,828–\$65,071 pro rata.

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

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

Location:—Southern Region.

Duties:—To work as an effective member of the multidisciplinary rehabilitation team in the assessment, planning and delivery of nursing services for clients and their carers referred to the Community Rehabilitation Unit, Southern Tasmania (CRU).

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 role is to satisfy pre-employment checks before taking up the appointment, promotion or transfer. The following checks are to be conducted:—conviction check for: crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Kerry Williams, Department of Health and Human Services, phone (03) 6222 7312, email kerry.williams@dhhs.tas.gov.au.

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

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Primary Health South

Senior Physiotherapist—2 Vacancies.

Applications Close:—Friday, 24 October 2008.

Salary:—\$69,974–\$80,262 pro rata.

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

Vacancy No. 505473.

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

Location:—Southern Region.

Vacancy No. 504188.

Fixed-term part-time day work, working 60.8 hours per fortnight, commencing As soon as possible until 25 September 2009.

Location:—Southern Region.

Duties:—The Community Rehabilitation Unit provides comprehensive multidisciplinary rehabilitation for adult community clients with neurological conditions, spinal cord injury, amputations, complex orthopaedic conditions and multiple medical conditions. Applications are invited from physiotherapists who enjoy working in a progressive and supportive team environment to deliver quality client-centred rehabilitation programmes.

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

Enquiries to Kerry Williams, Department of Health and Human Services, phone (03) 6222 7312, email kerry.williams@dhhs.tas.gov.au.

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

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Primary Health Services

Primary Health South

Speech Pathologist (506715).

Applications Close:—Friday, 24 October 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 work, working 20 hours per fortnight.

Location:—Southern Region.

Duties:—Provide and evaluate a paediatric speech pathology service through Community Health Centres in the South East District to those clients not requiring complex intervention for multiple disabilities. Undertake health promotion in the community.

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

Enquiries to Fred Howard, Department of Health and Human Services, phone (03) 6222 7216, 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, Tasmania, 7001. Please do not send applications to the contact person.

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Clinical Nurse, Transition Care Unit (515252).

Applications Close:—Friday, 17 October 2008.

Salary:—\$60,828–\$65,071 per annum.

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

Permanent full-time shift work (fully rotational).

Location:—Hobart.

Duties:—Functions as an advanced clinical practitioner within the Transition Care Unit, ensuring efficient and effective provision of care based on best practice principles within a collaborative and multidisciplinary practice framework. Provides management support to the Clinical Nurse Manager (CNM) 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.

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

Enquiries to Kerry Spencer, Department of Health and Human Services, phone (03) 6222 7154, mobile 0418124427, email kerry.spencer@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Royal Hobart Hospital***CSD Technician—3 Vacancies.**

Applications Close:—Friday, 17 October 2008.

Salary:—\$36,936–\$37,478 per annum.

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

Vacancy No. 509501.

Fixed-term full-time shift work (fully rotational) commencing as soon as possible until 18 April 2009.

Location:—Hobart.

Vacancy No. 509513.

Fixed-term part-time shift work (fully rotational), working 60 hours per fortnight commencing as soon as possible until 17 October 2009 (salary pro-rata).

Location:—Hobart.

Vacancy No. 509528.

Fixed-term part-time shift work (fully rotational), working 29 hours per fortnight commencing as soon as possible until 28 March 2009 (salary pro-rata).

Location:—Hobart.

Duties:—As a member of the health care team the CSD Technician, decontaminates, packages, and sterilises theatre and ward equipment and sterile supplies appropriate to the specialist and general areas and maintains clean and hygienic surroundings to facilitate the control of infection in the Central Sterilising Department.

Desirable Requirements:—Knowledge of, and experience in, sterilising technology and/or qualifications in, or willingness to undertake, a Sterilising Technology course. Ability to obtain a thorough knowledge of instruments/equipment and supplies processed in CSD, and to initiate appropriate action and follow protocols for the decontamination and sterilisation of equipment. Demonstrated ability to work individually or as a member of a team and assist in the training of new staff, under the direction of the Nurse Unit Manager. Sound literacy and numeracy skills and the ability to undertake basic data entry, together with the knowledge of medical terminology or the ability to acquire the same.

Enquiries to Carol Barber, Department of Health and Human Services, phone (03) 6222 8918, email carol.barber@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Royal Hobart Hospital***Customer Service Officer (508794).**

Applications Close:—Friday, 17 October 2008.

Salary:—\$38,464–\$41,681 per annum.

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

Permanent part-time day work, 36 hours per fortnight. Hours are worked Monday to Friday 4-8 pm and Saturday and Sunday 8 am-4 pm, including public holidays, on alternating weeks.

Location:—Royal Hobart Hospital.

Duties:—The Customer Service Officer, PIMS provides clerical support throughout all areas of the service. The position involves a high standard of customer focused reception skills and wide range of clerical functions in support of patient care in accordance with established policies and procedures relating to clinical, financial and administrative requirements for patient services.

Enquiries to Melinda Tonks, Department of Health and Human Services, email melinda.tonks@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, G.P.O. Box 125, Hobart, Tasmania, 7001.

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Royal Hobart Hospital***Executive Support Officer (510347).**

Applications Close:—Friday, 17 October 2008.

Salary:—\$43,431–\$47,038 per annum.

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

Permanent full-time day work.

Location:—Royal Hobart Hospital.

Duties:—Provide high level administration and executive support to the Director and senior Medical Officers of the Department of Neurology and Clinical Neurophysiology. Provide day to day supervision for all administrative staff and co-ordinate efficient use of office resources in the Department of Neurology and Clinical Neurophysiology.

Enquiries to Dr Michael Dreyer, Department of Health and Human Services, phone (03) 6222 8323, email michael.dreyer@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Royal Hobart Hospital***Facilities and Engineering Support Officer (517902).**

Applications Close:—Friday, 17 October 2008.

Salary:—\$48,862–\$50,671 per annum.

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

Permanent full-time day work.

Location:—Royal Hobart Hospital.

Duties:—Provide technical support to the Manager Facilities and Engineering in liaising with contractors on major capital works projects. Provide technical and practical support to the departments engineering staff in managing major and minor works projects, maintenance contracts and facility maintenance. Monitor and report on the outsourced engineering services maintenance contract and other private sector service providers.

Enquiries to Geoff Howard, Department of Health and Human Services, phone (03) 6222 8897, email geoff.howard@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Hospital Aide (509935).

Applications Close:—Friday, 17 October 2008.

Salary:—\$34,059–\$34,606 per annum.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—Maintain clean hygienic surroundings to facilitate the control of infection, maintenance of basic ward equipment, ensure patient confidentiality.

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

Enquiries to Janine Sawford, Department of Health and Human Services, phone (03) 6222 8332, email janine.sawford@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Manager Business and Initiatives Unit (518049).

Applications Close:—Friday, 17 October 2008.

Salary:—\$76,007 per annum.

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

Fixed-term full-time day work, commencing as soon as possible for 12 months.

Location:—Royal Hobart Hospital.

Duties:—Oversee the day to day management of the business reform initiatives for the hospital ensuring that initiatives are cost effective and delivered within established budgetary guidelines. Develop, implement and evaluate a performance framework for business reform initiatives which includes the compilation of statistical information and reports to track progress against performance indicators and financial targets.

Enquiries to Bridget Bisdee, Department of Health and Human Services, phone (03)6222 8501, email bridget.bisdee@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Manager Speech Pathology (508268).

Applications Close:—Friday, 24 October 2008.

Salary:—\$102,233 per annum.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional Manager, Level 5, Grade 2.

Fixed-term full-time day work, commencing February 2009 for a period of 12 months.

Location:—Hobart.

Duties:—Provide leadership and direction in the management of speech pathology services for the Royal Hobart Hospital and off-site facilities, including the development and implementation of service delivery policy, strategic planning and management of human, financial and physical resources.

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

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

Enquiries to Gudrun Peacock, Department of Health and Human Services, phone (03) 6222 8054, email gudrun.peacock@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Social Worker (518380).

Applications Close:—Friday, 17 October 2008.

Salary:—\$45,535–\$73,058 per annum.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—Provide leadership and direction in the management of speech pathology services for the Royal Hobart Hospital and off-site facilities, including the development and implementation of service delivery policy, strategic planning and management of human, financial and physical resources.

Essential Requirements:—Degree in Social Work giving eligibility for membership of Australian Association of Social Workers.

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

Enquiries to Janet Whelan, Department of Health and Human Services, phone (03) 6222 8440, email janet.whelan@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HEALTH SERVICES

Royal Hobart Hospital

Team Leader Roster Support (517431).

Applications Close:—Friday, 17 October 2008.

Salary:—\$56,101–\$59,721 per annum.

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

Fixed-term full-time day work, commencing 9 November 2008 to 7 February 2009.

Location:—Hobart.

Duties:—Oversee, co-ordinate and supervise the RSU staff and the reporting/rostering activities of the Roster Support Unit. Act as the System Administrator for the ProAct rostering/management information system.

Desirable Requirements:—Current or ability to acquire, knowledge and experience of the ProAct rostering/productivity management system, and related software. Well developed computer skills, including competency in the use of database applications and the ability to teach or facilitate the development of those skills for RSU staff. Proven ability to efficiently and effectively supervise staff. High level interpersonal skills, including communication, negotiation, and conflict resolution, and the ability to develop and maintain networks with personnel in related fields in Tasmania and nationally. Current or ability to acquire sound knowledge and understanding of Federal and State employment legislation and industrial awards and agreements.

Enquiries to Marc Bester, Department of Health and Human Services, phone (03) 6222 7206, email marc.bester@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Children and Family Services

Community Sector Relations

Policy, Research Officer (512230a).

Applications Close:—Friday, 17 October 2008.

Salary:—\$56,101–\$59,721 per annum.

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

Fixed-term full-time day work commencing As soon as possible until 16 April 2009 (Part-time hours may be negotiated).

Location:—Children and Family Services, Hobart.

Duties:—Provide the Gambling Support Programme (GSP) with research and analysis leading to improved services and information for clients and other stakeholders.

Desirable Requirements:—Knowledge and experience of research methodologies and the development of research projects and plans, conducting research and publication of findings including the management of data collection for interpretation purposes. Highly developed conceptual, analytical and creative skills including the capacity to research and investigate sensitive and complex matters and operate within the DHHS's political, social and organisational environment. Effective oral and written communication skills, including proven negotiation and liaison skills and the ability to prepare complex documents to a high level of presentation.

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

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

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Children and Family Services

Planning, Performance and Evaluation

Senior Policy Analyst (517245).

Applications Close:—Friday, 17 October 2008.

Salary:—\$63,340–\$66,962 per annum.

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

Permanent full-time day work.

Location:—Children and Family Services, Hobart.

Duties:—As a senior member of the Planning, Performance and Evaluation (PPE) Unit, provide support and specialist advice to the Manager PPE and senior

management within Children and Family (CAFS) Services in relation to the corporate governance of CAFS. In doing so, the incumbent will seek to enhance the efficiency and effectiveness of CAFS by progressing its planning, performance and evaluative functions.

Desirable Requirements:—High level knowledge and understanding of the policies and programme initiatives in health and human services or the ability to acquire such knowledge. Demonstrated strategic, conceptual and analytical skills particularly as these relate to the planning, performance and evaluative functions of the unit. Demonstrated understanding of the organisational, social and political environment in which the business unit operates.

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

Enquiries to Louise Newbery, Department of Health and Human Services, phone (03) 6233 4918, email louise.newbery@dhhs.tas.gov.au.

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

Administrative Assistant (500769).

Applications Close:—Friday, 17 October 2008.

Salary:—\$38,464–\$41,681 per annum.

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

Permanent part-time day work.

Location:—CHAPS South.

Duties:—To provide a high level of administrative and clerical support within Child Health and Parenting Service (CHAPS).

Desirable Requirements:—Demonstrated proficiency in computer word processing, data processing and information retrieval utilising a range of computer software programmes. Demonstrated skills in provision of confidential, high quality receptionist and administrative support preferably with exposure to a community based service. Well developed interpersonal and communication skills with demonstrated experience in exercising initiative, judgement and discretion.

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

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

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Disability Services

Administrative Assistant (510884).

Applications Close:—Friday, 17 October 2008.

Salary:—\$38,464–\$41,681 per annum.

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

Fixed-term full-time day work commencing As soon as possible until 31 July 2009.

Location:—Disability Services, North.

Duties:—Provide high level complex clerical and administrative support to staff of Disability Services and other members in the office contributing to the efficient operation of the Unit.

Desirable Requirements:—Ability to work effectively by planning, organising and setting priorities either individually or as a member of a team in an environment with fluctuating work loads, pressure and change. Demonstrated ability to communicate, negotiate and liaise with a wide range of people, ensuring a high level of confidentiality, whilst exercising initiative, flexibility and judgement. Knowledge of the functions performed in the Human Services Group, particularly within Disability Services, together with a sound knowledge of the operations of this Agency and other related Agencies, or the ability to acquire such knowledge.

Enquiries to Chris Whatley, Department of Health and Human Services, phone (03) 6336 4130, email chris.whatley@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Disability Services

Disability Workers (505857).

Applications Close:—Friday, 17 October 2008.

Salary:—\$34,812–\$35,533 per annum.

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

Fixed-term part-time shift work commencing As soon as possible until 30 September 2009.

Location:—Disability Services (Respite), South.

Duties:—Assist with the supervision, education and primary support to people with disabilities.

Desirable Requirements:—Satisfactory completion of Certificate 3 in Community Services and Health (Disability Work) or an equivalent qualification from a

recognised academic/ training organisation or progress towards attaining this qualification. Experience and/or interest in working with people with disabilities, families, service providers, advocates and/or other key stakeholders. Demonstrated written and oral communication skills.

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

Enquiries to Mandy Eberhardt, Department of Health and Human Services, phone (03) 6230 7600, email mandy.eberhardt@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Housing Tasmania

Manager Operational Policy (500023).

Applications Close:—Friday, 24 October 2008.

Salary:—\$70,573–\$72,385 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 9.

Permanent full-time day work.

Location:—Housing Services, South.

Duties:—As a member of the Operational Policy and Partnerships Unit, participate in developing the strategic and operational policy framework for Housing Tasmania, housing models and services, planning and performance frameworks and generally undertake high-level research and analysis as it pertains to the housing system.

The position has particular responsibility for co-ordinating operational policy development, review and evaluation.

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

Enquiries to Lynden Pennicott, Department of Health and Human Services, phone (03) 6233 4507, email lynden.pennicott@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Office for the Community Sector

Executive Support Officer (517989).

Applications Close:—Friday, 17 October 2008.

Salary:—\$48,862–\$50,671 per annum.

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

Permanent full-time day work.

Location:—Office for the Community Sector.

Duties:—Manage the efficient operation of the office of the Director Office for the Community Sector (OCS), Human Services. This will include the provision of high level administrative, clerical, reception, and secretarial support. Co-ordinate the preparation of complex and confidential documentation, including Ministerial and Question Time Briefs and the provision of background notes, for matters relating to the activities of the service for the OCS. Develop systems and protocols, which ensure an efficient flow of information to and from the OCS and in particular the Director of OCS.

Desirable Requirements:—Proven experience and understanding of the provision of executive support in a demanding senior management environment. Proven skills and experience in project work, including analytical, organizational and investigative skills, together with the ability to think critically and solve problems. Ability to exercise initiative, judgement, sensitivity and discretion, including the ability to interpret and analyse information and recommend or decide on appropriate action within a senior management environment.

Enquiries to Des Graham, Department of Health and Human Services, phone (03) 6233 8524, email desmond.graham@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Youth Justice Services

Custodial Youth Justice

Administrative Assistant (513594).

Applications Close:—Friday, 17 October 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:—Ashley Youth Detention Centre.

Duties:—Provide a wide range of administrative and clerical support services in a multi skilled environment to clients, staff and management to ensure efficient and effective service delivery.

Desirable Requirements:—Demonstrated ability to work either individually but predominantly as a member of a team in a multi skilled environment subject to work pressures and change. Demonstrated ability to operate in a technological environment. Demonstrated ability to provide

an efficient and effective reception service together with good interpersonal communication skills, which include conflict resolution and negotiation skills.

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

Enquiries to Anton Kenzie, Department of Health and Human Services, phone (03) 6362 2311, email anton.kenzie@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

POPULATION HEALTH

Clinical Nurse Consultant HH Initiative (518350).

Applications Close:—Friday, 17 October 2008.

Salary:—\$69,869–\$74,792 pro rata.

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

Fixed-term part-time day work, working 38 hours per fortnight, commencing As soon as possible for a period of nine months.

Location:—Southern Region.

Duties:—The Clinical Nurse Consultant is responsible for supporting the development, implementation and evaluation of the National Hand Hygiene Initiative in Tasmania.

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

Enquiries to Brett Mitchell, Department of Health and Human Services, phone (03) 6222 7693, mobile 0458 352 162, email brett.mitchell@dhhs.tas.gov.au.

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

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

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HEALTH AND HUMAN SERVICES

POPULATION HEALTH

Clinical Nurse Consultant IS Initiative (518351).

Applications Close:—Friday, 17 October 2008.

Salary:—\$69,869–\$74,792 per annum.

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

Permanent full-time day work.

Location:—Southern Region.

PLEASE NOTE: The employer is happy to consider part-time job-share arrangements for this vacancy.

Duties:—The Clinical Nurse Consultant is responsible for

the development, implementation and continuation of state wide healthcare associated infection surveillance systems. In addition, the Clinical Nurse Consultant is responsible for the provision of high level advice, education and leadership on healthcare associated infections and related issues.

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

Enquiries to Brett Mitchell, Department of Health and Human Services, phone (03) 6222 7693, mobile 0458 352 162, email brett.mitchell@dhhs.tas.gov.au.

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

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

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HEALTH AND HUMAN SERVICES

POPULATION HEALTH

Policy and Planning Officer, Health Priorities (518001).

Applications Close:—Friday, 17 October 2008.

Salary:—\$63,340–\$66,962 pro rata.

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

Fixed-term part-time day work, working 38 hours per fortnight, commencing As soon as possible until 26 June 2009.

Location:—Southern Region with Statewide responsibilities.

Duties:—To provide project management for the Work Well Live Well project which aims to improve health and wellbeing for DHHS staff. This involves identifying the needs of the workforce in relation to smoking, nutrition, physical activity, alcohol and psychosocial factors, and developing whole of Agency strategies to address these needs.

Desirable Requirements:—Relevant tertiary qualifications and experience in health services policy, planning and/or delivery.

Demonstrated understanding of the political, social and organisational issues that may impact on the provision of population health initiatives at a service and community level.

Demonstrated skills and experience in planning, developing, implementing, evaluating and reporting on population health/health promotion programmes or projects.

Enquiries to Carole Owen, Department of Health and Human Services, phone (03) 6222 7383, email carole.owen@dhhs.tas.gov.au.

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

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

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HEALTH AND HUMAN SERVICES

POPULATION HEALTH

Programme and Policy Officer, Injury Prevention (500753).

Applications Close:—Friday, 24 October 2008.

Salary:—\$63,340–\$66,962 per annum.

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

Fixed-term full-time day work, commencing As soon as possible until 26 June 2009.

Location:—Southern Region with Statewide responsibilities.

Duties:—This position is to facilitate the development, implementation and evaluation of injury prevention initiatives, policies and programmes that improve the health and wellbeing of Tasmanians. There is a particular focus on child injury prevention and preventing falls in the elderly.

Desirable Requirements:—Relevant tertiary qualifications and experience in injury prevention.

Demonstrated understanding of the political, social and organisational issues that may impact on the provision of injury prevention initiatives at a service and community level.

Demonstrated skills and experience in planning, developing, implementing, evaluating and reporting on population health/health promotion programmes or projects.

Enquiries to Sue Frenidin, Department of Health and Human Services, phone (03) 6222 7774, email sue.frenidin@dhhs.tas.gov.au.

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

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

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HEALTH AND HUMAN SERVICES

STATEWIDE SYSTEMS DEVELOPMENT

*Mental Health Services***Addiction Medical Specialist (501157, 518221)—2 Vacancies.**

Applications Close:—Friday, 17 October 2008.

Salary:—per annum.

Salaried Medical Practitioners Industrial Agreement 2006.

Fixed-term full-time day work from As soon as possible for a period of 5 years and Fixed-term full-time day work from As soon as possible for a period of 5 years.

Location:—Alcohol and Drug Services North.

Duties:—Work within a multidisciplinary health team framework to facilitate the comprehensive assessment, planning and implementation of appropriate clinical management for persons who are dependent on alcohol and or drugs in accordance with the philosophies of the National Drug Strategy. Provide high level direct patient care and specialist advice to ensure high quality service provision in the area of addiction medicine. Provide clinical leadership within the drug and alcohol service and across the alcohol

and other drugs sector. To participate in the provision of addiction medicine consultation and liaison services to the acute care services, primary health services such as mental health and general practitioners. Practice in accordance with Government legislation and regulations (including the Alcohol and Drug Dependency Act 1968), Primary Health Care principles, Alcohol and Drug Service policies, Agency policies, legal requirements and professional competencies, to provide specialist alcohol and drug interventions and nursing care.

Essential Requirements:—A medical practitioner who is registered under the provisions of the Medical Practitioners Registration Act 1996, who holds a qualification recognised as a specialist medical qualification in accordance with the provisions of the Commonwealth/State Agreement on Mutual Recognition, which is relevant to his/her appointment and who has had at least four year's experience in that speciality subsequent to the gaining of the specialist qualification.

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

Enquiries to Anita Reimann, Department of Health and Human Services, phone (03) 6336 5571, email anita.reimann@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE SYSTEMS DEVELOPMENT

*Mental Health Services***Clinical Psychologist (515554).**

Applications Close:—Friday, 17 October 2008.

Salary:—\$69,974–\$80,262 per annum.

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

Permanent full-time daywork.

Location:—Child and Adolescent Mental Health Service, North West.

Duties:—As part of a multi-disciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Clinical Psychologist; Undertakes the delivery of quality psychological services utilising evidence-based best practice, principles and within a collaborative and multi-disciplinary framework. Provides a specialist psychological assessment and treatment service to clients of the Child and Adolescent Mental Health Service, and their families in relation to mental health issues in accordance with discipline specific skills and abilities. Acts as a consultant to other Agencies with regard to the support and management of clients with mental health needs and promotes community awareness in relation to mental health.

Essential Requirements:—Eligible for registration as a psychologist in Tasmania and a Masters degree in Clinical Psychology or equivalent as deemed by the Psychologist Registration Board, or a four year degree in Psychology with two years supervised clinical experience.

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

Enquiries to Belinda Sims, Department of Health and Human Services, phone (03) 6434 7280, email belinda.sims@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE SYSTEMS DEVELOPMENT

Mental Health Services

Community Mental Health Nurse (505039).

Applications Close:—Friday, 24 October 2008.

Salary:—\$54,463–\$65,071 per annum.

Nurses (TPS) Award, Community FCH Nurse.

Permanent full-time day work.

Location:—Southern Region.

Duties:—The Community Nurse provides a specialist mental health service within the community setting for a designated client group, utilising evidence based practices and recovery principles; works within a multi-disciplinary team to deliver co-ordinated assertive case management including triage, crisis, intake and assessment and the development and implementation of individual service plans for designated clients and supports and works in collaboration with primary health care professionals within an identified region to provide care to clients in the community setting.

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

A current drivers licence.

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

Enquiries to Kelly Ryan, Department of Health and Human Services, phone (03) 6233 6011, email kelly.ryan@dhhs.tas.gov.au.

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

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

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HEALTH AND HUMAN SERVICES

STATEWIDE SYSTEMS DEVELOPMENT

Mental Health Services

Medical Officer (Withdrawal Services) (500991).

Applications Close:—Friday, 17 October 2008.

Salary:—To be negotiated.

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

Permanent full-time day work.

Location:—St Johns Park, New Town.

Duties:—To provide direct patient care, expert advice and clinical leadership across drug and alcohol services. To participate in the provision of addiction medicine consultation liaison services to the acute care services, primary health services such as mental health and general practitioners. To initiate and participate in the recruitment and training of private prescribers as part of the Opioid Pharmacotherapy Programme.

Essential Requirements:—A medical practitioner who holds general, conditional or conditional registration for special purposes, registration under the Medical Practitioners Registration Act 1996 and has had a minimum of four year's relevant post graduate experience.

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

Enquiries to Ros Alexander, Department of Health and Human Services, phone (03) 6230 7904, email roslyn.alexander@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE SYSTEMS DEVELOPMENT

Mental Health Services

Psychiatrist (505008).

Applications Close:—Friday, 14 November 2008.

Salary:—To be negotiated.

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

Fixed-term full-time day work, from 5 January 2009 for a period of up to 5 years.

Location:—Southern Region.

Duties:—As part of a multidisciplinary mental health service delivering high quality mental health care and, in accordance with Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Psychiatrist will provide a comprehensive adult community and inpatient psychiatric service in the southern region of Tasmania, act as a consultant to mental health professionals and health service providers including general practitioners and other agencies with regard to the assessment and management of individuals with mental health disorders and undertake supervisory responsibilities with Psychiatric Registrars and other medical staff as required/appropriate.

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

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 areas:—crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

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

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

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

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HEALTH AND HUMAN SERVICES

STATEWIDE SYSTEMS DEVELOPMENT

Mental Health Services

Senior Clinical Psychologist (515536).

Applications Close:—Friday, 17 October 2008.

Salary:—\$80,262–\$88,771 pro rata.

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

Permanent part-time daywork, 60.8 hours per fortnight.

Location:—Various Units within Child and Adolescent Mental Health Services, Launceston.

Duties:—As part of a multi-disciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Senior Clinical Psychologist; Provides a specialist clinical psychological assessment, treatment and assertive case management service to clients of the regional Child and Adolescent Mental Health Service utilising evidence-based best practice principles within a collaborative and multi-disciplinary framework. Assists

the Principal Clinical Psychologist to ensure the quality of clinical psychological services in Child and Adolescent Mental Health Services through the implementation of the model of professional accountability and supervision. Takes a lead role in ongoing service development and intersectoral liaison. Acts as a consultant to other Agencies with regard to the support and management of clients with mental health needs and promotes community awareness in relation to mental health.

Essential Requirements:—Eligible for registration as a psychologist in Tasmania and a Masters degree in Clinical Psychology or equivalent as deemed by the Psychologist Registration Board, or a four year degree in Psychology with two years supervised clinical experience.

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

Enquiries to Team Leader, Department of Health and Human Services, phone (03) 6336 2867, email teamleader.camhsn@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE SYSTEMS DEVELOPMENT

Mental Health Services

Senior Service Development Consultant-Comorbidity (512334).

Applications Close:—Friday, 24 October 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:—St Johns Park, New Town.

Duties:—As a member of the Mental Health Services, Clinical Standards and Improvement Branch support and manage implementation of the Comorbidity Framework and the revised Implementation Plan 2006-2008 across the whole of Mental Health Service ensuring effective clinical and administrative processes are embedded in the organisation for the ongoing effective co-ordination and delivery of services for clients with co-existing mental illness, other alcohol, tobacco and other drug related health problems and substance use disorders. Provide specific leadership and project management of the following agreed action areas. Improve linkages including care pathways and consultation and liaison processes for clients with significant co-existing alcohol, and/or substance and mental health issues. Establish mechanisms to ensure ongoing collaboration and effective communication between service providers to ensure continuity of care and efficient and effective service delivery for clients with comorbidity issues. Institute sustainable professional development and education programme across services to ensure the delivery of evidence based, consistent quality care for clients with comorbidity issues. Co-ordinate the development of web-based and written clinical information resources containing consistent assessment tools and clinical guidelines for clients with Comorbidity.

Develop a range of realistic quality measures and key performance indicators for services to ensure the ongoing evaluation of the quality and effectiveness of services for clients with diagnosed coexisting alcohol/drug use/abuse and mental illnesses. Provide leadership and strategic thinking in the development of workforce capacity within the broader MHS and contribute to agency wide initiatives that promote workforce development and maintain national links in respect to workforce agendas.

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 checks in the following areas:—crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Coral Muskett, Department of Health and Human Services, phone (03) 6230 7554, email coral.muskett@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE SYSTEMS DEVELOPMENT

Mental Health Services

Service Development Consultant—2 Vacancies.

Applications Close:—Friday, 24 October 2008.

Salary:—\$69,974–\$80,262 per annum.

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

Vacancy No. 518272.

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

Location:—Statewide.

Vacancy No. 518273.

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

Location:—Statewide.

Duties:—In accordance with Agency policy, directions and legal requirements provide high level advice and support to the Manager, Service Development Unit and the Alcohol and Drug Service Executive on the development and performance management of alcohol, tobacco and other drug services in Tasmania. Provision of clinical advice, expertise and support regarding service reform, quality improvement, development and enhancement of alcohol, tobacco and other drug services in Tasmania. As a member of the Alcohol and Drug Service-Service Development Unit, support and drive the implementation of change and reform across the Alcohol, Tobacco and Other Drug (ATOD) service sector in Tasmania. Project manage and support service development giving consideration to the establishment of evidence based service models, policies and guidelines, procedures and protocols, professional standards and practice and provision of strategic thinking in the development of services and workforce capacity within the ATOD sector.

Essential Requirements:—Degree in Social Work giving eligibility for membership in the Australian Association for

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

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

Enquiries to Mark Frohmader, Department of Health and Human Services, phone (03) 6214 5717, email mark.frohmader@dhhs.tas.gov.au.

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

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INFRASTRUCTURE, ENERGY AND RESOURCES

PASSENGER TRANSPORT

Passenger Transport Policy

Principal Policy Analyst (372135).

Applications Close:—Friday, 17 October 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:—Research, analyse, develop, implement and review passenger transport policy at a high level, and provide specialist authoritative policy advice on public transport. Monitor policy, planning and technology developments relating to the provision of passenger transport services or the determination of public transport demand and provide recommendations to senior management in relation to these developments. Provide leadership as either a member of a team, a project manager, or as an individual. Manage complex projects as appropriate.

Desirable Requirements:—Appropriate tertiary qualifications.

Enquiries to David Hope, Director Passenger Transport Policy, Department of Infrastructure, Energy and Resources, phone (03) 6233 3785, email david.hope@dier.tas.gov.au.

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

To be considered for an interview an applicant must address the selection criteria that are contained in the Statement of Duties. A Job Kit and Statement of Duties may be obtained at www.jobs.tas.gov.au or by contacting the Human Resources Branch on (03) 6233 2077.

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

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

JUSTICE
CROWN LAW

Director of Public Prosecutions

Principal Crown Counsel (350016).

Applications Close:—Friday, 17 October 2008.

Salary:—\$96,137–\$108,907 per annum.

Legal Practitioners Agreement 2005, Level 4.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart or Launceston.

Duties:—To act as Solicitor and Counsel in complex and critical criminal matters on behalf of the State of Tasmania, its instrumentalities and Agencies before the Court of Criminal Appeal, Supreme Court, Magistrates Court and Tribunals. To act as Solicitor and Counsel in such other litigious matters involving the State of Tasmania, its instrumentalities and Agencies before the Supreme Court, Magistrates Court (all divisions) and Tribunals as may be allocated by the Director of Public Prosecutions. Provide professional supervision and instruction to junior legal practitioners, including allocating and supervising professional legal work.

Essential Requirements:—Admitted or eligible for admission to the Supreme Court as a Barrister or Practitioner of the Supreme Court of Tasmania.

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

Enquiries to Tim Ellis S.C., Director of Public Prosecutions, Department of Justice, phone (03) 6233 2619, email karen.Dillon@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Karen Dillon, Finance Controller, phone on (03)6233 3833.

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

RESOURCE PLANNING AND DEVELOPMENT COMMISSION

Project Officer State of the Environment Reporting Unit (355879).

Applications Close:—Friday, 17 October 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Fixed-term full-time to 18 November 2009.

Location:—Hobart.

Duties:—Undertake detailed research, analysis and writing that is associated with assessment of the condition of the Tasmanian environment, including trends and changes in the environment, pressures on the environment, and management responses. Prepare data outputs including sources, tables and maps (GIS support provided) for web-based production of the State of the Environment Report.

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

Desirable Requirements:—Demonstrated high level of experience in the assessment of the environment, pressures on the environment and management and community responses to relevant issues. High level oral and written communication skills, particularly in the preparation of written material of an analytical nature in relation to information that is complex and multi-layered.

Enquiries to Stephen Waight, Senior Project Officer, Resource Planning and Development Commission, Department of Justice, phone (03) 6233 6088, email stephen.waight@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Lindy Brown on (03) 6233 2795.

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

SUPREME COURT

Hobart

Manager (355092).

Applications Close:—Wednesday, 22 October 2008.

Salary:—\$85,813 per annum.

Administrative and Clerical Employees Award, Level 12.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:—Provide leadership to staff and manage the activities of the Supreme Court statewide, including providing advice on human resources and financial matters within departmental guidelines, resolving workplace issues

on resource allocation and working arrangements, assisting in the development of policy and planning for the effective operation of the Supreme Court and developing policies for the efficient administration of civil and criminal procedures. Assist in the development of the business planning process, including co-ordinating, reviewing and implementing the Supreme Court's strategic initiatives, judicial administrative key performance indicators and the Annual Report process. Manage the budget and financial processes the collection of management information and the information technology systems in conjunction with the relevant strategic plans to ensure the objectives of the Court are met within the Department's budget and business planning frameworks.

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

Desirable Requirements:—Relevant qualification in Accounting or Business.

Enquiries to Elizabeth Knight, Registrar, Supreme Court, Department of Justice, phone (03) 6233 3427, email Elizabeth.Knight@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Elizabeth Knight on (03) 6233 3427.

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

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

POLICE AND EMERGENCY MANAGEMENT

EASTERN DISTRICT

Bellerive Division

Clerk (001300).

Applications Close:—Friday, 17 October 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—Rosny.

Duties:—Provide general clerical/ keyboard and administrative support, including a reception service for the Officer-in-Charge, Bellerive Uniform Division and police personnel at the Bellerive Police Station.

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

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

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

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

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

POLICE AND EMERGENCY MANAGEMENT

SOUTHERN DISTRICT

Southern Regional Prosecution Services

Clerk—2 Vacancies.

Applications Close:—Friday, 17 October 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Vacancy No. 002008.

Permanent full-time.

Location:—Hobart.

Vacancy No. 001156.

Permanent full-time.

Location:—Hobart.

Duties:—Provide administrative, clerical and keyboard support to the Officer-in-Charge and police personnel attached to Southern Regional Prosecution Services, Hobart.

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

Enquiries to Ms Caroline Playsted, Supervisor, Southern Regional Prosecution Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, 7001, phone (03) 6230 2309, email Caroline.Playsted@police.tas.gov.au.

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

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

POLICE AND EMERGENCY MANAGEMENT

SOUTHERN DISTRICT

*Southern Traffic Services***Speed Camera Operator (001949).**

Applications Close:—Friday, 17 October 2008.

Salary:—\$33,963 per annum.

Operational Employees Award, Level 2.

Permanent full-time, Rotating Shift Roster including weekends (penalty rates apply).

Location:—Hobart.

Duties:—Operate police vehicles and speed detection equipment at various roadside locations within Southern District, on a rotating shift basis.

Qualifications and Experience:—Holder of a current driver's licence would be highly desirable.

Enquiries to Constable Ian Dunkerley, Southern Traffic, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, TAS, 7001, phone (03) 6230 2493, email Ian.Dunkerley@police.tas.gov.au.

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

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

POLICE AND EMERGENCY MANAGEMENT

WESTERN DISTRICT

*Ulverstone Police Station***Clerk (001273).**

Applications Close:—Friday, 17 October 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time (Shift work may be required).

Location:—Ulverstone.

Duties:—Provide clerical, keyboard, administrative and customer service support at the Ulverstone Police Station, and elsewhere within the Western District during periods of staff absence or high volume workload.

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

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

Enquiries to Mr Phil Chadwick, Executive Officer, Western District Administration, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, TAS, 7001, phone (03) 6434 5259, fax (03) 6434 5316, email Phillip.Chadwick@police.tas.gov.au.

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

PORT ARTHUR HISTORIC SITE MANAGEMENT
AUTHORITY

CONSERVATION AND INFRASTRUCTURE

Cleaner (CI-CL-08).

Applications Close:—Friday, 17 October 2008.

Salary:—\$35,753 pro rata.

Port Arthur Historic Site Staff Agreement 2004, Cleaner, Level 1.

Permanent part-time.

Location:—Port Arthur.

Duties:—Undertake cleaning related activities including the collection and removal of refuse ensuring both staff and visitor areas are maintained in a clean and tidy manner meeting PAHSMAs high standard of presentation.

Desirable Requirements:—Certificate in Asset Maintenance or experience in the cleaning industry.

Current Driver's Licence.

Enquiries to Ross Reid, Supervisor Grounds and Gardens, Port Arthur Historic Site Management Authority, Port Arthur Tas 7182, phone 6251 2335, mobile 0417 325 345, email ross.reid@portarthur.org.au.

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

PREMIER AND CABINET

POLICY DIVISION

Senior Policy Analyst (001345).

Applications Close:—Friday, 17 October 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

Duties:—Undertake major policy research, analysis, development, implementation and review in relation to policies at a strategic level with a focus on economic issues. To provide the Premier and Cabinet with broad based authoritative policy advice and comment from a government-wide perspective.

Desirable Requirements:—Tertiary qualifications in a policy related discipline and/or experience in analysis and comment. Economic qualifications and/or experience will be highly regarded.

Enquiries to Christine Standish, Assistant Director, Policy, Department of Premier and Cabinet, phone (03) 6233 6991, email Christine.Standish@dpac.tas.gov.au.

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

PRIMARY INDUSTRIES AND WATER

PRIMARY INDUSTRIES

*Regional and Business Development***Farm Manager (702915).**

Applications Close:—Friday, 17 October 2008.

Salary:—\$53,188–\$56,854 per annum.

Technical Employees Award, Level 4.

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

Location:—Grove.

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

Duties:—Co-ordinate, supervise and direct the daily management of the Grove Research Station including supervision of staff on a day to day basis and maintenance of Grove Research Station infrastructure and orchards.

Essential Requirements:—An Advanced Diploma from a recognised TAFE institution, or an equivalent qualification, appropriate to the nature of the work.

Qualification Appropriate to the Nature of the Work:—For the purpose of the previous section, an Advanced Diploma appropriate to the nature of the work is an Advanced Diploma in Horticulture or Agriculture.

Desirable Requirements:—A current motor vehicle driver's licence. Chemical User and Safety Accreditation.

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

Applications to Chris Davey, Administrative Assistant, Department of Primary Industries and Water, 99 Pages Road, Grove, Tas, 7109, phone (03) 6266 4305, fax (03) 6266 4518, email Chris.Davey@dpiw.tas.gov.au.

PRIMARY INDUSTRIES AND WATER

RESOURCE MANAGEMENT AND CONSERVATION

*Wildlife Management***Principal Wildlife Management Officer (700597).**

Applications Close:—Friday, 17 October 2008.

Salary:—\$71,331–\$76,763 per annum.

Professional Employees Award, Level 3.

Fixed-term full-time from As soon as possible until 30 October 2009, or until the return of the substantive occupant whichever is the sooner.

Location:—Hobart.

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

Duties:—Provide and co-ordinate professional advice on complex wildlife issues. Lead and co-ordinate the development, implementation and review of wildlife policies, strategies and programmes and deal with high level correspondence. Manage a small team.

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

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

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

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

TAFE TASMANIA

CORPORATE SERVICES

*Facilities and Planning***Support Services Worker—3 Vacancies.**

Applications Close:—Friday, 17 October 2008.

Salary:—\$31,284–\$34,330 pro rata.

Miscellaneous Workers (Public Sector) Award, Support Services Worker, Classification 1.

Vacancy No. 321535.

Permanent part-time 0.66 FTE, 50 hours per fortnight.

Location:—North.

Vacancy No. 154119.

Permanent full-time.

Location:—North.

Vacancy No. 321770.

Permanent full-time.

Location:—North.

Duties:—Perform various facets of the Support Services Worker duties that may involve cleaning, grounds keeping, stores, and residential services, to assist in the efficient operation TAFE Tasmania.

Vacancies 321535 and 154119 will commence as Afternoon/Evening shifts, but shifts may alter as business needs change.

Desirable Requirements:—1. To have completed a recognised training programme/s in the areas covered by the assigned primary duties. Fork lift licence. Current drivers licence. First aid certificate.

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

Enquiries to Kate Maynard, TAFE Tasmania, phone (03) 6336 2755, mobile 0419 335 126, email Kate.Maynard@tafe.tas.edu.au.

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

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

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

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

TAFE TASMANIA
CAMPUS DEVELOPMENT

Aboriginal Training Programmes

Aboriginal VET Officer (330725).

Applications Close:—Friday, 17 October 2008.

Salary:—\$49,523–\$51,357 pro rata.

Administrative and Clerical Employees Award, Level 5.

Permanent part-time 0.6 FTE, 44.10 hours per fortnight.

Location:—North West.

Duties:—Develop and promote training opportunities to increase participation of Aboriginal and Torres Strait Islander people into TAFE and Vocational Education and Training, throughout the region. Recruitment and support of students accessing Aboriginal Training Programmes.

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

Desirable Requirements:—Appropriate Management qualifications and/or teaching experience in Adult Basic Education or Vocational Education and Training. A current drivers 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.

Enquiries to Lyndel Holton, State Co-ordinator, Aboriginal Training Programmes, TAFE Tasmania, phone (03) 6336 4209, mobile 0409 364 209, email Lyndel.Holton@tafe.tas.edu.au.

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

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

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

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

TAFE TASMANIA

ORGANISATIONAL AND BUSINESS DEVELOPMENT

Human Resources Branch

HR Consultant (321869).

Applications Close:—Friday, 24 October 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—North.

Duties:—Provide a high quality consultancy and advisory service to managers and staff on a broad range of human resource management issues. Co-ordinate and resolve complex issues, and promote and assist in the development of effective human resources practices in the workplace to ensure the appropriate management of human resources within TAFE Tasmania.

Desirable Requirements:—Relevant tertiary qualifications or equivalent experience and/or membership of relevant professional organisations.

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

Enquiries to Tom Kleyn, Manager Workplace Relations, TAFE Tasmania, phone (03) 6233 4631, email HRRecruitment@tafe.tas.edu.au.

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

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

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

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

TREASURY AND FINANCE

BUDGET AND FINANCE DIVISION

Shareholder Policy and Markets Branch

Specialist Business Analyst (724149).

Applications Close:—Friday, 24 October 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

Duties:—The Specialist Business Analyst will have a high level of expertise and will make a significant contribution to:—the development and implementation of the framework for the analysis of the performance of the State's GBEs and SOCs and the establishment of appropriate governance arrangements for Government-owned businesses. In the context of the selection criteria, to be successful in the position applicants will have proven ability to identify strategic issues, understand complex matters, identify problems and assess and recommend possible solutions, skills necessary to develop and manage consultation and communication strategies in an environment of conflicting stakeholder interests, leadership skills and be able to provide direction to assist in managing resources to deliver outcomes in accordance with the position objective and a flexible and adaptive approach, be highly self-driven and be able to manage deliverables.

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

Enquiries to Dale Hickman, Assistant Director, Shareholder Policy and Markets Branch, Department of Treasury and Finance, phone (03) 6233 5139, email dale.hickman@treasury.tas.gov.au.

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

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

TREASURY AND FINANCE
REVENUE, GAMING AND LICENSING DIVISION

Revenue Branch

Senior Business Analyst/Systems Administrator (724150).

Applications Close:—Friday, 24 October 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

Duties:—To ensure that the business processes and computer systems that support the administration of State Taxation are effective, efficient and meet the business needs of the Branch.

To provide systems administration, technical support, change management, training and maintain documentation for the Branch's multiple systems, in particular the Tasmanian Revenue and Collection System (TRACS), Government Receipting and Licensing System (GRL) and Tasmanian Revenue Online system.

To implement and maintain a programme of continual improvement for the Revenue Branch's processes and

systems, and to monitor and improve data integrity across all revenue record systems.

In the context of the selection criteria, to be successful in the position applicants will possess the capacity to develop innovative solutions to ensure data quality improvement, experience in business process and systems development, an excellent stakeholder focus, an ability to understand and analyse technical issues and identify possible solutions, which meet the desired business requirements and high level written and verbal communication skills.

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

Enquiries to Carol Williams, Manager Business Development, Revenue Branch, Department of Treasury and Finance, phone (03) 6233 2561, email carol.williams@treasury.tas.gov.au.

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

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

Staff Movements

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Economic Development & Tourism	K. Perkins	Project Officer	02.10.08
Health & Human Services	K. Leonard	Nurse Unit Manager	15.10.08
Health & Human Services	R. Hayes	Nurse Unit Manager	29.09.08
Health & Human Services	J. Bullock	Clinical Nurse	05.10.08
Health & Human Services	T. Jones	Administrative Support Officer	23.09.08
Health & Human Services	S. McGuire	Co-ordinator Service Centre Operations	30.09.08
Health & Human Services	J. Segovia	HR Client Services Officer	01.10.08
Health & Human Services	D. Longstaff	Finance Manager Primary Health	24.09.08
Health & Human Services	S. Bond	Non Tradesperson Cook	05.10.08
Health & Human Services	E. Mahnken	Health Promotion Co-ordinator	13.08.08
Health & Human Services	L. DaRos	Senior Dental Therapist	29.09.08
Police & Emergency Management	A. Lathouras	Property Officer	06.10.08
Premier & Cabinet	S Cranwell	Graduate Research Officer	13.10.08
Premier & Cabinet	P Camm	Principal Consultant	01.10.08
Premier & Cabinet	A Ramondino	Corporate & Financial Project Manager	02.10.08
Premier & Cabinet	C Standish	Assistant Director	30.09.08
Primary Industries & Water	M. Comfort	Section Leader (Geodiversity Conservation and Management)	02.10.08
Treasury & Finance	D. Jarvis	Assistant Director	06.10.08
Treasury & Finance	C. Leaman	Senior Property Officer	29.09.08
Treasury & Finance	K. Pennicott	Manager Revenue Operations	26.09.08
Treasury & Finance	P. Bayley	Specialist Business Analyst	02.10.08

Permanent Appointments

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Economic Development & Tourism	Finance and Accounting Officer	A. Buchan	6 months	30.09.08
Environment, Parks, Heritage & the Arts	Environmental Officer	S Whatley	6 months	06.10.08
Environment, Parks, Heritage & the Arts	Regional Volunteer Coordinator	Jo Williams	6 months	06.10.08
Environment, Parks, Heritage & the Arts	Administrative Officer	R. Davey	6 months	01.10.08
Health & Human Services	Community Health Nurse	S. Orsmond	6 months	28.11.08
Health & Human Services	Community Health Nurse	J. Butler	6 months	01.10.08
Health & Human Services	Registered Nurse	L. MacDonald	6 months	21.09.08
Health & Human Services	Registered Nurse	T. Geeves	6 months	21.09.08
Health & Human Services	Pharmacy Technician	L. Tosch	6 months	29.09.08
Health & Human Services	Co-ordinator Maintenance Services	A.Muskett	6 months	30.09.08
Health & Human Services	Registered Nurse	N. Sedgman	6 months	26.10.08
Health & Human Services	Social Worker - Refugee/Migrant Liaison Officer	S. Neighbour	6 months	11.11.08
Health & Human Services	Enrolled Nurse	K Lee	6 months	06.10.08
Health & Human Services	Registered Nurse	J. Yeomans	6 months	06.10.08
Health & Human Services	Occupational Therapist	T. Mangombe	6 months	29.09.08
Health & Human Services	Enrolled Nurse - Physiotherapy	S. Hood	6 months	06.10.08
Health & Human Services	Administrative Assistant	R. Black	6 months	06.10.08
Health & Human Services	Domestic (Relief)	J. Radford	6 months	20.10.08
Health & Human Services	Registered Nurse	A. Ramage	6 months	06.10.08
Health & Human Services	Food Services Officer	J Kwan	6 months	05.10.08
Health & Human Services	Food Services Officer	C Ploughman	6 months	05.10.08
Infrastructure, Energy & Resources	Assistant manager - Driver Testing	L Lamb	6 months	22.09.08
Justice	Administrative Assistant	C Beardwood	6 Months	06.10.08
Police & Emergency Management	HR Officer	S. Cook	6 months	20.10.08
Police & Emergency Management	Clerk	N. Vickers	6 months	13.10.08
Primary Industries & Water	Senior Fisheries Management Officer	A.Sullivan	6 months	06.10.08
Primary Industries & Water	Compliance Officer	J. Malisaukas	6 months	06.10.08
Primary Industries & Water	Client Service Officer	S. Brasnja	6 months	01.10.08
Treasury & Finance	Assistant Director Compliance	C. Dinnessen	6 months	13.10.08

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Access & Support Planning Officer	J. Turnbull	04.10.08
Police & Emergency Management	Senior Firefighter	D. Newstead	01.10.08
Premier & Cabinet	Driver	M Hawkes	03.10.08

Transfer of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Primary Industries & Water	M Hannon	Infrastructure, Energy & Resources	Strategic Projects Officer	13.10.08
Health & Human Services	Murray Lawler	Police & Emergency Management	Manager Information Technology Services	29.09.08

Resignation of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Environment, Parks, Heritage & the Arts	Regional Volunteer Facilitator	Craig Saunders	01.09.08
Environment, Parks, Heritage & the Arts	Fire Operations Officer	Katherine L Douglas	03.10.08
Environment, Parks, Heritage & the Arts	Fire Operations Officer	Katherine L Douglas	03.10.08
Health & Human Services	enrolled nurse	H A Ward	30.09.08
Health & Human Services	Executive Support Officer	Gail Blakney	30.09.08
Health & Human Services	Executive Services Officer	Amanda Collins	01.10.08
Health & Human Services	Continance Nurse Advisor	A. Mouvet	01.10.08
Infrastructure, Energy & Resources	Executive Assistant	Roney L	19.09.08
Treasury & Finance	Computer Systems Officer	K. Johnston	03.10.08
Treasury & Finance	Revenue Officer	V. Johnson	03.10.08
Port Arthur Historic Site Management Authority	Education Officer	S Walters	19.09.08
Port Arthur Historic Site Management Authority	Cleaner	K Saunders	24.09.08

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