



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

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

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

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

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

### *Further Information*

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

### *Submission of Applications*

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

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

### *Fixed-Term Appointment*

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

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

### *Fixed-Term Employment Registers*

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



# Tasmanian Government Employees

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- \$250k to \$500k – 0.75% discount \*
- \$500k & above – 0.80% discount \*

For further information or to apply, contact your nearest Home Finance Manager:

Hobart:	Ryan Manning	Mob: 0418 915 589
	Suzie Bennetto	Mob: 0418 122 400
Launceston:	Matt Eiszele	Mob: 0417 067 430
	Tony Manson	Mob: 0418 302 658
Burnie/Devonport:	Scott Malone	Mob: 0418 148 641
	Carina Cooper	Mob: 0417 564 263

\* Conditions apply

## Gazette

Email copy to

**govt.gazette@thepat.com.au**

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.

### State Service Notices

#### **Vacancy, Direct Selection and Staff Movement Notices**

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

#### **Order Information**

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.

#### **Deadlines**

*Government Gazette:*—

Copy must be received by Print Applied Technology Pty Ltd by **last mail or 4 p.m. Friday** prior to publication.

*State Service Notices—Vacancy, Direct Selection and Staff Movement Notices:*—Information is to be entered on the jobs system by **6 p.m. Friday** prior to publication.

Telephone (03) 6233 6687.

**Deadlines will be strictly adhered to.**

**Subscription or account enquiries phone (03) 6233 3148**

### ECONOMIC DEVELOPMENT AND TOURISM

#### INDUSTRY DEVELOPMENT DIVISION

##### *Food, Manufacturing and ICT*

#### **Project Manager (425035)**

Applications Close:—Friday, 24 April 2009.

Salary:—\$67,660 – \$79,920 p.a.

Tasmanian State Service Award, General Stream Band 6.

Fixed-term full-time for 2 years.

Location:—Hobart or Launceston.

**Duties:**—Identify and facilitate food and manufacturing industry development projects which capitalise on the state's water/irrigation development and farm business assistance programmes and support the achievement of departmental goals and objectives and the implementation of the Tasmanian Food and Beverage Industry Strategy.

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

Enquiries to Carole Rodger, Assistant General Manager FMI, Department of Economic Development and Tourism, phone (03) 6233 5784, email [Carole.Rodger@development.tas.gov.au](mailto:Carole.Rodger@development.tas.gov.au).

Applications to Human Resources, Department of Economic Development and Tourism, G.P.O. Box 646, Hobart 7001, phone (03) 6233 9537, fax (03) 6233 5703, email [applications@development.tas.gov.au](mailto:applications@development.tas.gov.au).

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

### EDUCATION

#### LEARNING SERVICES

##### *Learning Services (North)*

##### Mowbray Heights Primary School

#### **Canteen Supervisor (963041).**

Applications Close:—Friday, 24 April 2009.

Salary:—\$32,500 – \$40,482 pro rata.

Operational Employees Award, Level 1.

Permanent part-time from as soon as possible, 36 hours per fortnight for 40 weeks per year.

Location:—Mowbray Heights Primary School.

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

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

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

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

Enquiries to Maree Phillips, Department of Education, phone (03) 6326 1892, email [maree.phillips@education.tas.gov.au](mailto:maree.phillips@education.tas.gov.au).

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 8832, fax (03) 6233 0566, email [recruitment@education.tas.gov.au](mailto:recruitment@education.tas.gov.au).

### ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

#### CORPORATE SERVICES

##### *Human Resources*

#### **Human Resource Officer (705551).**

Applications Close:—Friday, 24 April 2009.

Salary:—\$47,437 – \$51,634 p.a.

Tasmanian State Service Award, General Stream Band 3.

Permanent full-time.

Location:—Hobart.

**Duties:**—Undertake a range of specialised administrative activities and provide an advisory service to clients of the Human Resources Branch.

**Desirable Requirements:**—Successful completion of (or progress towards) a relevant Certificate Level 3 qualification.

Enquiries to Carol Hanigan, Senior HR Advisor for further information regarding the role or for a copy of the Statement of Duties, phone (03) 6233 5513, email [Carol.Hanigan@depha.tas.gov.au](mailto:Carol.Hanigan@depha.tas.gov.au).

Applications to address the selection criteria as outlined in the Statement of Duties, quote vacancy number and be addressed to, Melissa Chan, HR Co-ordinator, Department of Environment, Parks, Heritage and the Arts, G.P.O. Box 771, Hobart 7001, phone (03) 6233 3873, fax (03) 6233 5907, email [applications@depha.tas.gov.au](mailto:applications@depha.tas.gov.au).

## ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

## ROYAL TASMANIAN BOTANICAL GARDENS

**Utility Officer (706255).**

Applications Close:—Friday, 24 April 2009.

Salary:—\$41,938 – \$45,740 p.a.

Tasmanian State Service Award, General Stream Band 2.

Permanent part-time (0.6 FTE).

Location:—Hobart.

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

Duties:—To perform duties associated with the maintenance, renewal and development of assets, infrastructure and building facilities under the control of the Gardens.

Desirable Requirements:—Experience and proven competency in a wide range of trade-related skills, Workplace First Aid Certificate Level 2 and a current driver's licence with the ability to operate manual vehicles.

Enquiries to Brett Richardson, Co-ordinator Projects and Infrastructure for further information regarding the role or for a copy of the Statement of Duties, phone (03) 6236 3056, email [Brett.Richardson@rtbg.tas.gov.au](mailto:Brett.Richardson@rtbg.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 7001, phone (03) 6233 5914, fax (03) 6233 5907, email [applications@depha.tas.gov.au](mailto:applications@depha.tas.gov.au).

## HEALTH AND HUMAN SERVICES

## CHIEF NURSE AND ALLIED HEALTH

**Graduate/Registered Nurse Transition to Practice Placement (Mid Year Intake 2009).**

Applications Close:—Friday, 1 May 2009.

Salary:—\$47,472 p.a.

Nurses (TPS) Award, Graduate Nurse RN Level 1.

Fixed-term full-time for a period of 12 months. Various placements are rotational.

Location:—Hospital and/or Community placements.

We offer a contemporary approach to your transition as a newly registered nurse with diverse and rewarding opportunities. With the choices offered, we are sure to meet your individual needs or interests. Varied practice settings are available for placement including metropolitan hospitals, mental health, community nursing, alcohol and drug services, correctional health and rural hospitals.

Graduate/Registered Nurse Transition to Practice Placement: Facilitates your transition to practice as a newly registered nurse commencing with a comprehensive orientation which meets your individual needs. Orientation provides information relating to workplace policies, practices and processes and facilitates your socialisation to the organisation. Facilitates the consolidation of core skills that are transferable across a range of practice settings; builds on your knowledge and clinical skills providing a strong foundation for your future career pathway. Provides the opportunity for you to commence a specialised career pathway in a practice area of your choice. Provides professional development opportunities that recognises the unique requirements of you as a newly registered nurse with a focus on commencing your career pathway development. Is supported by a dedicated team of Registered Nurse Transition to Practice Co-ordinators, Clinical Preceptors and Nurse Educators who will assist you to achieve your clinical objectives and professional development goals and provide clinical support in practice.

General queries, Deanna Ellis on (03) 6336 5558. Royal Hobart Hospital (RHH), Jillian Pryor on (03) 6222 8786. Launceston General Hospital (LGH), Denise Wilson on (03) 6348 7418. North West Regional Hospital (NWRH), Molly Leatherbarrow on (03) 6430 6810. Mersey Community Hospital (MCH), Rebekah Edwards (03) 6426 5200. Primary Health Services, Mental Health, Forensic Mental Health, Alcohol and drug Services, Helen Zournazis on (03) 6336 4160.

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

If nominating a Primary Health, Mental Health, Forensic Mental Health or Alcohol and drug Services placement you are required to provide proof of your current driver's licence and you will be required to undertake a police check.

Applicants are encouraged to obtain further information about the Graduate/Registered Nurse Transition to Practice Placement (Mid Year Intake 2009) by clicking here.

Please note that it is your responsibility to contact your referees and send them a referee report to complete. Report templates are available to download from the Supporting Documents area of this vacancy notice.

Please click on link under Supporting Documents to Apply Online.

## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Launceston General Hospital***Clinical Nurse (503952).**

Applications Close:—Friday, 24 April 2009.

Salary:—\$62,802 – \$67,183 p.a.

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

Permanent full-time shift worker (fully rotational). Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Medicine, Intensive Care Unit.

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

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

Enquiries to Jenny Parker, Department of Health and Human Services, phone (03) 6348 7513, email [jenny.parker@dhhs.tas.gov.au](mailto:jenny.parker@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Launceston General Hospital***Registered Nurse 2 Vacancies**

Applications Close:—Friday, 24 April 2009.

Salary:—\$47,472 – \$62,348 pro rata.

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

Vacancy No.:—504316.



Permanent part-time day worker, working 40 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Surgery, Ward 5B/Orthopaedic.

Vacancy No.:—513667.

Permanent part-time shift worker (fully rotational), working 40 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Surgery, Ward 5B/Orthopaedic.

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 Ian Waterhouse, Department of Health and Human Services, email [ian.waterhouse@dhhs.tas.gov.au](mailto:ian.waterhouse@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Launceston General Hospital*

#### **Registered Nurse (503749).**

Applications Close:—Friday, 24 April 2009.

Salary:—\$47,472 – \$62,348 pro rata.

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

Permanent part-time day worker, working 64 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Surgery, Day Procedure Unit.

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.

Experience in Day Procedure units including Theatre, Endoscopy and Radiology would be desirable.

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 Annette Galvin-Ridge, Department of Health and Human Services, phone (03) 6348 8723, email [annette.galvin-ridge@dhhs.tas.gov.au](mailto:annette.galvin-ridge@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Launceston General Hospital*

#### **Registered Nurse (504251).**

Applications Close:—Friday, 24 April 2009.

Salary:—\$47,472 – \$62,348 p.a.

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

Permanent full-time day worker. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Surgery, Day Procedure Unit.

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.

Experience in Day Procedure units including Theatre, Endoscopy and Radiology would be desirable.

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 Annette Galvin-Ridge, Department of Health and Human Services, phone (03) 6348 8723, email [annette.galvin-ridge@dhhs.tas.gov.au](mailto:annette.galvin-ridge@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Launceston General Hospital*

#### **Registered Nurse (516746).**

Applications Close:—Friday, 24 April 2009.

Salary:—\$47,472 – \$62,348 pro rata.

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

Permanent part-time day worker, working 32 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Surgery, Day Procedure Unit.

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.

Experience in Day Procedure units including Theatre, Endoscopy and Radiology would be desirable.

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 Annette Galvin-Ridge, Department of Health and Human Services, phone (03) 6348 8723, email [annette.galvin-ridge@dhhs.tas.gov.au](mailto:annette.galvin-ridge@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Launceston General Hospital*

#### **Registered Nurse (503973).**

Applications Close:—Friday, 24 April 2009.

Salary:—\$47,472 – \$62,348 pro rata.

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

Permanent part-time shift worker (fully rotational) working 40 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Medicine, Intensive Care Unit.

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 Jenny Parker, Department of Health and Human Services, phone (03) 6348 7513, email [jenny.parker@dhhs.tas.gov.au](mailto:jenny.parker@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Launceston General Hospital*

#### **Registered Nurse (503990).**

Applications Close:—Friday, 24 April 2009.

Salary:—\$47,472 – \$62,348 pro rata.

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

Permanent part-time shift worker (fully rotational) working 64 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Medicine, Intensive Care Unit.

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 Jenny Parker, Department of Health and Human Services, phone (03) 6348 7513, email [jenny.parker@dhhs.tas.gov.au](mailto:jenny.parker@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Launceston General Hospital*

#### **Registered Nurse (514747).**

Applications Close:—Friday, 24 April 2009.

Salary:—\$47,472 – \$62,348 p.a.

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

Permanent full-time shift worker (fully rotational). Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Surgery, Ward 5B/Orthopaedic.

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 Ian Waterhouse, Department of Health and Human Services, phone (03) 6348 7636, email [ian.waterhouse@dhhs.tas.gov.au](mailto:ian.waterhouse@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Launceston General Hospital*

#### **Registered Nurse EBA (517564).**

Applications Close:—Friday, 24 April 2009.

Salary:—\$47,472 – \$62,348 pro rata.

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

Permanent part-time shift worker (fully rotational) working 64 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Surgery, Ward 5B/Orthopaedic.

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 Ian Waterhouse, Department of Health and Human Services, phone (03) 6348 7634, email [ian.waterhouse@dhhs.tas.gov.au](mailto:ian.waterhouse@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Launceston General Hospital*

#### **Ward Clerk (503984).**

Applications Close:—Friday, 24 April 2009.

Salary:—\$41,427 – \$45,142 pro rata.

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

Permanent part-time day worker, working 38 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Medicine, Intensive Care Unit.

Duties:—To provide an effective and efficient clerical, administration and reception support in the hospital wards, with functions undertaken under general direction, based on established procedures and practice. To provide an effective front line service to the public.

Desirable Requirements:—Ability to organise and prioritise workflow unsupervised according to demand. A comprehensive knowledge of hospital resources with ability to co-ordinate and implement clerical procedures and policies at unit level assisting medical/nursing staff and clients. Well developed interpersonal and high level of communication skills with the ability to participate in a multi disciplinary teamwork environment.

Enquiries to Jenny Parker, Department of Health and Human Services, phone (03) 63487513, email [jenny.parker@dhhs.tas.gov.au](mailto:jenny.parker@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *North West Regional Hospital*

#### **Supervisor Patient Information Management Services (518617).**

Applications Close:—Friday, 24 April 2009.

Salary:—\$51,579 – \$60,746 p.a.

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

Permanent full-time day work. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Corporate Services-PIMS, Burnie.

Duties:—Supervise and co-ordinate the daily activities of Patient Information Management Services (PIMS) and

associated areas in consultation with the Regional Manager. Participate in goal setting, strategic planning, programme development and evaluation of the service to ensure the PIMS department adheres to legislative requirements in its management of patient information. Ensure and maintain confidentiality and work according to all Agency and Hospital policies, procedures and guidelines.

Desirable Requirements:—Demonstrated ability to manage human and physical resources within a contemporary health care environment together with proven previous supervisory experience. Demonstrated high level of written and oral communication skills, including the ability to liaise and negotiate with personnel from a wide range of disciplines both clinical and non-clinical. High level knowledge and experience in Medical Records Management including computerised Health Information Systems with the ability to undertake analysis of data and reports.

Enquiries to Geraldine Hanigan, Department of Health and Human Services, phone (03) 6430 6527, email [geraldine.hanigan@dhhs.tas.gov.au](mailto:geraldine.hanigan@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Primary Health Services*

#### *Primary Health North*

#### **Community Nurse (506477).**

Applications Close:—Friday, 24 April 2009.

Salary:—\$56,230 – \$67,183 pro rata.

Nurses (TPS) Award, Community FCH Nurse.

Fixed-term part-time day work, working public holidays, 40 hours per fortnight, commencing asap to 25 May 2010.

Location:—Primary Health North.

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

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

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

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

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

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Please do not send applications to the contact person.



## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Primary Health Services*

## Primary Health North

***Handyman, Multi Skilled (506997).***

Applications Close:—Friday, 24 April 2009.

Salary:—\$36,748 – \$40,884 pro rata.

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

Fixed-term casual day work, as and when required, commencing asap to 22 January 2011.

Location:—Flinders Island Multi Purpose Centre.

Duties:—The incumbent shall undertake a wide range of duties associated with the maintenance of the grounds and building fabric and equipment of Flinders Island Multi Purpose Centre.

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

Enquiries to Barry Herberts, Department of Health and Human Services, phone (03) 6359 2122, email [barry.herberts@dhhs.tas.gov.au](mailto:barry.herberts@dhhs.tas.gov.au)

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

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Primary Health Services*

## Primary Health North

***Home Help (518144).***

Applications Close:—Friday, 24 April 2009.

Salary:—\$36,293 – \$37,180 pro rata.

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

Permanent part-time daywork, 10 hours per fortnight.

Location:—Kings Meadows Community Health Centre.

Duties:—Within a primary health care framework the provision of a range of basic home care support services for frail aged people, and people with disabilities and their carers.

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

Enquiries to Leanne Barton or Karen Willis, Department of Health and Human Services, phone (03) 6336 5129, email [karen.willis@dhhs.tas.gov.au](mailto:karen.willis@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 (504497).***

Applications Close:—Friday, 24 April 2009.

Salary:—\$47,472 – \$62,348 pro rata.

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

Permanent part-time shift work, working 72 hours per fortnight.

Location:—Campbell Town Health and Community Service.

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

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

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

Enquiries to Kaye McCoy, Department of Health and Human Services, phone (03) 6381 3300, email [kaye.mccoy@dhhs.tas.gov.au](mailto:kaye.mccoy@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Primary Health Services*

## Primary Health North

***Relief Cleaner/Kitchen Hand (506489).***

Applications Close:—Friday, 24 April 2009.

Salary:—\$36,293 – \$37,180 pro rata.

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

Fixed-term casual shift work, as and when required, commencing 16 May 2009 to 15 May 2011.

Location:—George Town Hospital and Community Centre.

Duties:—To carry out and assist in food preparation and cleaning within the kitchen area, maintaining a high standard of hygiene. To carry out and assist in the cleaning of allocated areas within the facility in compliance with established standards and protocols.



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

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

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Primary Health Services*

#### Primary Health South

#### **Administrative Assistant (510379).**

Applications Close:—Friday, 24 April 2009.

Salary:—\$41,427 – \$45,142 pro rata.

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

Fixed-term casual day work, hours (as and when required), commencing as soon as possible for a period of 2 years.

Location:—Spring Bay Community and Health Centre.

**Duties:**—The job provides a reception service to all clients and service based staff as well as providing administrative and clerical support to service providers and staff at the Spring Bay Community and Health Centre.

**Desirable Requirements:**—Demonstrated good communication and interpersonal skills, including the ability to relate to clients in a sensitive and confidential manner. Sound knowledge of, and experience in office management. Ability to complete tasks accurately and within set deadlines. To provide an information and reception service ensuring prompt, sensitive and confidential handling of enquiries. Provide administrative and clerical support to staff at the Community Health Centre.

Enquiries to Sue Khan, Department of Health and Human Services, phone (03) 6257 3356, email [sue.khan@dhhs.tas.gov.au](mailto:sue.khan@dhhs.tas.gov.au).

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

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

#### **Continence Physiotherapist (506231).**

Applications Close:—Friday, 24 April 2009.

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 24 hours per fortnight.

Location:—Southern Region.

**Duties:**—In accordance with Primary Health Care principals, Agency policies, legal requirements and professional competencies, The Continence Physiotherapist provides clinical expertise to clients with bladder and bowel dysfunction presenting for treatment at the Repatriation Centre and outlying clinics.

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

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

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

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

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Primary Health Services*

#### Primary Health South

#### **Occupational Therapist (513445).**

Applications Close:—Friday, 1 May 2009.

Salary:—\$45,535 – \$73,058 p.a.

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

Fixed-term full-time day work, commencing as soon as possible until 27 November 2009.

Location:—Repatriation Centre, 90 Davey Street, Hobart.

**Duties:**—Assess, plan and carry out treatment programmes, in accordance with organisational policies and professional code of conduct, for clients referred to the Community Rehabilitation Unit, Southern Tasmania (CRU). Rotation across clinical work areas in rehabilitation may be required. Assist senior occupational therapists in ensuring best practice standards for occupational therapy services provided by CRU.

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

Enquiries to Kerry Williams, Department of Health and Human Services, phone (03) 6222 7312, email [kerry.williams@dhhs.tas.gov.au](mailto: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 7001. Please do not send applications to the contact person.

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Primary Health Services*

#### Primary Health South

#### Primary Health Wellington

### **Domestic Services Officer (Casual Relief) (507001).**

Applications Close:—Friday, 24 April 2009.

Salary:—\$35,040 – \$35,956 p.a.

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

Fixed-term casual day work, hours (as and when required), commencing as soon as possible for a period of 2 years.

Location:—Bruny Island Community Health Centre.

Duties:—Undertake general cleaning duties throughout the Bruny Island Community Health Centre and staff residences.

Desirable Requirements:—Good interpersonal and communication skills, together with a demonstrated ability to show consideration for the needs of others and comfort of the clients. Awareness of correct and safe utilisation of cleaning equipment technology and products, or ability to acquire quickly. Awareness of cleaning procedures and protocols applicable to the health environment. Awareness of and an ability to apply workplace safety principles. Demonstrated physical capacity to undertake routine cleaning duties.

Enquiries to Lynette Holland, Department of Health and Human Services, phone (03) 6293 1143, email [lynette.holland@dhhs.tas.gov.au](mailto:lynette.holland@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*

### **Chief Radiation Oncology Physicist (509113a).**

Applications Close:—Friday, 24 April 2009.

Salary:—\$108,408 p.a.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional Manager Level 5 Grade 4.

Fixed-term full-time contract position.

Location:—Royal Hobart Hospital.

Duties:—A vacancy exists within the Tasmanian Department of Health and Human Services for the position of Chief Medical Physicist, based in the Royal Hobart Hospital's Department of Radiation Oncology (WP Holman Clinic). The W. P. Holman Clinic provides a cancer treatment service for a population of approximately 240,000 in southern Tasmania. The Clinic currently has two Varian multi-modality linear accelerators

both with MLC and EPI. One linear accelerator also has CBCT and respiratory gating functionality. The Clinic has a Philips Big Bore CT and a Gulmay superficial X-ray therapy unit. Treatment planning is carried out using a Philips Pinnacle3 planning system.

The position is fixed term full-time day work, for a 5 year term. Relocation assistance may be available to the successful applicant. Salary is from \$108,408, to be negotiated according to qualifications, skills and experience.

Highly Desirable Requirements:—Accreditation in Radiotherapy Equipment Commissioning and Quality Assurance by the Australasian College of Physical Scientists and Engineers in Medicine. Higher Degree or other post-graduate qualification in Medical Physics or closely allied field from a recognised university or other tertiary institution.

Essential Requirements:—Eligibility for Ordinary Membership of the Australian College of Physical Scientists and Engineers in Medicine.

Enquiries to Marianne Hercus, Department of Health and Human Services, phone (03) 6222 8616, mobile 0409782838, email [marianne.hercus@dhhs.tas.gov.au](mailto:marianne.hercus@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Royal Hobart Hospital*

### **Medical Orderly Supervisor (508121).**

Applications Close:—Friday, 24 April 2009.

Salary:—\$46,801 – \$50,944 p.a.

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

Permanent full-time fully rotational shift work.

Location:—Royal Hobart Hospital.

Duties:—Supervise the routine operation and delivery of all Medical Orderly services within the Hospital. Provide Medical Orderly services to Wards and Departments on a shift by shift basis and provide assistance to Medical, Nursing, and Para-Medical staff in the lifting, positioning and general care of patients. As part of the Code Black Response Team the Medical Orderly Supervisor will assist the clinical team in the management of an aggressive incident.

Enquiries to Chris Taylor, Department of Health and Human Services, phone (03) 6222 8509, email [chris.taylor@dhhs.tas.gov.au](mailto:chris.taylor@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Royal Hobart Hospital*

### **Medical Scientist, Pathology (510292).**

Applications Close:—Friday, 24 April 2009.

Salary:—\$45,535 – \$73,058 p.a.

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

Fixed-term full-time shift work, commencing as soon as possible until 6 April 2011.

Location:—Pathology Services RHH.

Duties:—This job is located in the Core Laboratory which provides a 24 hour, 7 days a week diagnostic service in Clinical Chemistry, Haematology, Coagulation and Blood Bank. The individual is expected to work as the sole scientist in this multidisciplinary environment on the out-of-hours roster.

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

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

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Royal Hobart Hospital*

#### **Registered Nurse—2 Vacancies.**

Applications Close:—Friday, 24 April 2009.

Salary:—\$47,472 – \$62,348 pro rata.

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

Vacancy No.:—509560.

Permanent part-time day work, 32 hours per fortnight in the Day Surgery Unit, Recovery.

Location:—Royal Hobart Hospital.

Vacancy No.:—509557.

Permanent part-time day work, 64 hours per fortnight in the Day Surgery Unit, Admissions.

Location:—Royal Hobart Hospital.

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

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

Enquiries to Gina Cook, Department of Health and Human Services, phone (03) 6222 7880, email [gina.cook@dhhs.tas.gov.au](mailto:gina.cook@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Royal Hobart Hospital*

#### **Senior Occupational Therapist (517463).**

Applications Close:—Friday, 24 April 2009.

Salary:—\$69,974 – \$80,262 p.a.

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

Fixed-term full-time day work, commencing as soon as possible until 10 September 2010.

Location:—Hobart.

Duties:—To undertake specialised Occupational Therapy clinical assessment and treatment in the areas of musculoskeletal, neurosurgery and neurology. Provide clinical direction, support and resource development for the specialised clinical areas to level 1-2 occupational therapists. Assist the Specialist Occupational Therapist with the development of the occupational therapy service through planning, evidence based practice, quality improvement and research activities and clinical placements for undergraduate students. Maintain the Code of Ethics of O.T. Australia, the Australian Association of Occupational Therapists.

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

Enquiries to Kaye Jenkins, Department of Health and Human Services, phone (03) 6222 8314, email [kaye.jenkins@dhhs.tas.gov.au](mailto:kaye.jenkins@dhhs.tas.gov.au).

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Children and Family Services*

#### **Administrative Officer (501472).**

Applications Close:—Friday, 24 April 2009.

Salary:—\$46,801 – \$50,944 p.a.

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

Permanent full-time day work.

Location:—Children and Family Services, South West.

Duties:—In a multi skilled environment, provide a high level of administrative support as required to professional field workers, management and clients to ensure the efficient and effective delivery of Child and Family Services.

Desirable Requirements:—Ability to undertake supervisory and staff training duties and manage administrative staff to ensure an efficient administrative support service. Highly developed computer skills including competency in the use of word processing, spreadsheet, database packages and computerized financial management information systems. Knowledge and understanding of Government accounting and Human Resource procedures.

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

Enquiries to Lee-Ann Russell, Department of Health and Human Services, phone (03) 6230 7666, email [leeann.russell@dhhs.tas.gov.au](mailto:leeann.russell@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## HUMAN SERVICES

*Children and Family Services***Child Protection Worker (501575).**

Applications Close:—Friday, 24 April 2009.

Salary:—\$45,535 – \$73,058 p.a.

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

Permanent full-time daywork, fixed term and Fixed-term casual (as and when required) positions may also be available).

Location:—Children and Family Services, North West.

Duties:—As a member of Child and Family Services the Child Protection Worker is responsible for the safety and well-being of children and young persons. The Child Protection Worker is responsible for the provision of assessment, advice and referral services, case management services and placements outside the child/young person's home.

The role of the Child Protection Worker is to provide professional services in accordance with legislation, practice guidelines, policies and procedures and by applying professional judgment to ensure that services are delivered in the best interest of the child/young person and their family.

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

Essential Requirements:—A Bachelor of Social Work or a Diploma of Community Welfare Work or other tertiary qualifications at Diploma or above level which include units of study in case management/casework practice and supervised practical work placements in relevant fields.

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

Enquiries to Janella Bramich, Department of Health and Human Services, phone (03) 6434 6404, email janella.bramich@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

## HUMAN SERVICES

*Children and Family Services***Client Support Officer (514196).**

Applications Close:—Friday, 24 April 2009.

Salary:—\$41,427 – \$45,142 p.a.

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

Permanent full-time day work, fixed term full-time or part-time (hours to be negotiated) positions may also be available.

Location:—Children and Family Services, North West.

Duties:—In a multi skilled environment, provide a high level of administrative and secretarial support as required to professional staff, management and clients to ensure the efficient and effective delivery of Child and Family Services.

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

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

Enquiries to Janella Bramich, Department of Health and Human Services, phone (03) 6434 6404, email janella.bramich@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

## HUMAN SERVICES

*Housing Tasmania***Aboriginal Tenancy Officer Tm 1 (517092).**

Applications Close:—Friday, 1 May 2009.

Salary:—\$46,801 – \$50,944 p.a.

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

Permanent full-time day work.

Location:—Housing Tasmania, North West.

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

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

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

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

All potential applicants are invited to a job information session at Housing Tasmania, 1st floor Reece House, 46 Mount Street, Burnie from 6.00pm to 7.00pm on Thursday 23 April 2009.

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



Recruitment Services, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001 Please do not send applications to the contact.

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Youth Justice Services*

#### **Administrative Officer (Finance) (513591).**

Applications Close:—Friday, 1 May 2009.

Salary:—\$51,579 – \$60,746 p.a.

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

Permanent full-time Permanent.

Location:—Ashley Youth Detention Centre, Deloraine.

Duties:—The Administrative Officer (Finance) provides the Co-ordinator Business Operations with a high level of administrative support by undertaking business analysis activities relating to financial and human resource information systems. This job also assists with the supervision of the administration, catering, stores and cleaning staff.

Desirable Requirements:—Demonstrated understanding of financial reporting systems and data information systems. Demonstrated ability to analyse information and interpret statistical data. Demonstrated ability in the use of software packages for the production of reports, spreadsheets and databases.

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

Enquiries to Anton Kenzie, Department of Health and Human Services, phone (03) 6362 2311, email [anton.kenzie@dhhs.tas.gov.au](mailto: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 7001 Please do not send applications to the contact.

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## HEALTH AND HUMAN SERVICES

### POPULATION HEALTH

#### *Population and Health Priorities*

#### **Community Dietitian—2 Vacancies.**

Applications Close:—Friday, 24 April 2009.

Salary:—\$69,974 – \$80,262 pro rata.

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

Vacancy No.:—517470.

Fixed-term part-time day work, working 30.4 hours per fortnight, commencing 1 July 2009 until 30 June 2010.

Location:—Southern Region.

Vacancy No.:—516624.

Fixed-term part-time day work, working 38 hours per fortnight, commencing 1 July 2009 until 30 June 2010.

Location:—Northern Region.

Duties:—The programmes and services delivered by the Community Nutrition Unit contribute to the implementation of the Tasmanian Food and Nutrition Policy, Health Goals and Targets and other relevant national policy and strategy initiatives. The community dietitian will be expected to contribute to programme development and service delivery in accordance with the Community Nutrition Unit's action plan.

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

Enquiries to Julie Williams, Department of Health and Human Services, phone (03) 6222 7372, mobile 0409 419 661, email [julie.williams@dhhs.tas.gov.au](mailto:julie.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 7001. Please do not send applications to the contact person.

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## HEALTH AND HUMAN SERVICES

### POPULATION HEALTH

#### *Population and Health Priorities*

#### **Womens Health Officer, North West (501126).**

Applications Close:—Friday, 1 May 2009.

Salary:—\$51,579 – \$60,746 pro rata.

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

Fixed-term part-time day work, working 64 hours per fortnight, commencing 1 July 2009 until 12 March 2010.

Location:—North West Region.

Duties:—Under the general supervision of the Women's Health Co-ordinator for the North West and in accordance with Population Health strategic directions, support the delivery of the Women's Health programme in the North West of Tasmania and across the State.

Desirable Requirements:—Understanding of women's health issues and the needs of women with a diverse range of backgrounds; and the ability to work innovatively within a primary health care framework. High level interpersonal communication skills with a particular emphasis on negotiation and support. Demonstrated ability to conduct service planning, development, monitoring and evaluation.

Enquiries to Marion Edmondson, Department of Health and Human Services, phone (03) 6336 2401, email [marion.edmondson@dhhs.tas.gov.au](mailto:marion.edmondson@dhhs.tas.gov.au).

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

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

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## HEALTH AND HUMAN SERVICES

## STATEWIDE SYSTEMS DEVELOPMENT

*Alcohol and drug Services***Administrative Assistant (513321).**

Applications Close:—Friday, 24 April 2009.

Salary:—\$41,427 – \$45,142 pro rata.

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

Fixed-term casual day work, hours (as and when required), commencing as soon as possible for a period of 2 years.

Location:—St Johns Park, New Town.

Duties:—In accordance with Agency policy, direction and legal requirements provide high level secretarial service and administrative and clerical support to the Units/Centre as required. Ensure an efficient flow of information to and from the office. Provide a high quality personal and telephone reception service. Maintain medical records and act as Receptionist in facilitating the appropriate intake and assessment of clients.

Desirable Requirements:—Ability to exercise initiative, judgement, confidentiality and to work in a senior management and clinical environment under pressured circumstances. Ability to undertake administrative duties, including the efficient operation of keyboard and word processing equipment, office automation systems and facsimile machine and possess a high standard of secretarial skills. Ability to work either individually or as a member of a team. Knowledge and experience of sound office management practices.

Enquiries to Carol Smith, Department of Health and Human Services, phone (03) 6214 5715, email carol.smith@dhhs.tas.gov.au.

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

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

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## HEALTH AND HUMAN SERVICES

## STATEWIDE SYSTEMS DEVELOPMENT

*Alcohol and Drug Services***Project Officer (518363).**

Applications Close:—Friday, 24 April 2009.

Salary:—\$63,041 – \$65,916 p.a.

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

Fixed-term full-time day work for a period of 2 years.

Location:—St Johns Park, New Town.

Duties:—In accordance with Agency policy, directions and legal requirements perform project management and support activities including the provision of high level advice on project development and implementation, risk analysis, policy development, communication and evaluation.

Desirable Requirements:—Demonstrated high level organisational and co-ordination skills, including experience in planning, reporting and performance monitoring, previous experience and an understanding of project management principles. Demonstrated conceptual and analytical skills including the capacity to research and report on current and future issues impacting on alcohol and drug service. Well developed oral and written communication skills including the ability to prepare and present high level reports and submissions

within tight timeframes.

Enquiries to Mark Frohmader, Department of Health and Human Services, phone (03) 6214 5717, email mark.frohmader@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 and Statewide Services*

## Correctional Primary Health

**Nurse Unit Manager (512535).**

Applications Close:—Friday, 24 April 2009.

Salary:—\$77,219 – \$79,045 p.a.

Nurses (TPS) Award, Nurse Unit Manager.

Permanent full-time day work.

Location:—Southern Region.

Duties:—Provide leadership to the Correctional Primary Health Services Unit. Ensure the efficient and effective provision of care, based on clinical standards and best practice principles within a collaborative and multidisciplinary framework by co-ordinating the clinical, management, education and nursing research functions within the Correctional Primary Health Services Unit.

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

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

Enquiries to Ann Marie Mallett, Department of Health and Human Services, phone (03) 6216 8236, email annmarie.mallett@dhhs.tas.gov.au.

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

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

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## HEALTH AND HUMAN SERVICES

## STATEWIDE SYSTEMS DEVELOPMENT

*Mental Health and Statewide Services*

## Mental Health Services.

**Allied Health Professional (518260).**

Applications Close:—Friday, 24 April 2009.

Salary:—\$69,974 – \$80,262 p.a.

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

Permanent full-time shift work (fully rotational).

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

Duties:—The CAT function clinicians are part of an integrated multidisciplinary team that provide triage, assessment and community treatment within an assertive case management framework.

The successful applicant will be an adaptable, goal orientated person who values client centred practice and enjoys working with families, carers and partner agencies when developing individual service plans with clients.

This new positions is located on the North West Coast of Tasmania which is central to wonderful beaches, bushwalking tracks, fantastic fishing spots, world heritage sites, major sporting arenas and other entertainment attractions. Applicants will have the opportunity to assist in the development of this new service in a unique rural setting.

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

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

Enquiries to Amanda-Jane Pearce, Department of Health and Human Services, phone (03) 6434 4070, email [amanda.pearce@dhhs.tas.gov.au](mailto:amanda.pearce@dhhs.tas.gov.au).

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

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Please do not send applications to the contact person.

#### HEALTH AND HUMAN SERVICES

##### STATEWIDE SYSTEMS DEVELOPMENT

##### *Mental Health and Statewide Services*

##### Mental Health Services

#### **Community Mental Health Nurse (502822).**

Applications Close:—Friday, 24 April 2009.

Salary:—\$56,230 – \$67,183 p.a.

Nurses (TPS) Award, Community FCH Nurse.

Permanent full-time day work (with oncall).

Location:—Mental Health Services North West.

Duties:—As part of a multi-disciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the Community Nurse provides a specialist mental health service within the community setting for a designated client group, utilising evidence based practices and recovery principles.

Essential Requirements:—Must provide current practising

certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania. A current psychiatric nursing practising certificate or be authorised by the Nursing Board of Tasmania to work in a psychiatric nursing position. A current drivers licence.

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

Enquiries to Susan Ballard, Department of Health and Human Services, phone (03) 6434 6434, email [susan.ballard@dhhs.tas.gov.au](mailto:susan.ballard@dhhs.tas.gov.au).

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

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Please do not send applications to the contact person.

#### HEALTH AND HUMAN SERVICES

##### STATEWIDE SYSTEMS DEVELOPMENT

##### *Mental Health and Statewide Services*

##### Mental Health Services

#### **Senior Clinical Psychologist (515955).**

Applications Close:—Friday, 24 April 2009.

Salary:—\$80,262 – \$88,771 p.a.

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

Permanent full-time day work (with oncall).

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

Duties:—As part of a multi-disciplinary team delivering high quality mental health services in accordance with the Mental Health Services Strategic Plan, Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies, the 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.

Desirable Requirements:—Current drivers licence.

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

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

Enquiries to Sue Nesham, Department of Health and Human Services, phone (03) 6434 7280, email [sue.nesham@dhhs.tas.gov.au](mailto:sue.nesham@dhhs.tas.gov.au).

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

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Please do not send applications to the contact person.



## JUSTICE

## CONSUMER AFFAIRS AND FAIR TRADING

*Advisory and Compliance***Advisory Officer (350439).**

Applications Close:—Friday, 24 April 2009.

Salary:—\$52,276 – \$61,582 pro rata.

Tasmanian State Service Award, General Stream Band 4.

Fixed-term part-time working 36.75 hours per fortnight for a period of 12 months.

Location:—Hobart.

Duties:—Provide accurate and timely advice to telephone enquiries relating to consumers and/or business issues. Provide advice on legislation administered by the Office and identify possible breaches where appropriate. Prepare file notes and correspondence associated with complaint handling and resolution.

Enquiries to Grant Anderson, Manager, Advisory and Compliance, Consumer Affairs and Fair Trading, Department of Justice, phone (03) 6233 4505, email [Grant.anderson@justice.tas.gov.au](mailto:Grant.anderson@justice.tas.gov.au).

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact [Grant.anderson@justice.tas.gov.au](mailto:Grant.anderson@justice.tas.gov.au) or alternatively on (03) 6233 4505.

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

## CROWN LAW

*Crown Solicitor***Principal Solicitor (Property Law) (350017).**

Applications Close:—Friday, 24 April 2009.

Salary:—\$101,396 – \$114,864 p.a.

Legal Practitioners Agreement 2005, Level 4.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:—Acts for the State and its instrumentalities in critical, complex and routine property and other commercial matters, including providing legal advice on property, commercial and financial issues, undertaking relevant negotiations and consultations; and drafting complex and critical legal documentation.

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. Identification check.

Desirable Requirements:—An extensive and detailed knowledge of commercial law particularly relating to complex commercial, financial, revenue and property dealings.

Enquiries to Alan Morgan, Crown Solicitor, Department of Justice, phone (03) 6233 3409, email [alan.morgan@justice.tas.gov.au](mailto:alan.morgan@justice.tas.gov.au).

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Kerry Worsley on (03) 6233 8732.

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

## CROWN LAW

*Director of Public Prosecutions***Civil Counsel (355609).**

Applications Close:—Friday, 24 April 2009.

Salary:—\$65,808 – \$80,010 p.a.

Legal Practitioners Agreement 2005, Level 2.

Permanent full-time working 73.50 hours per fortnight.

Location:—Hobart.

Duties:—To act as solicitor and counsel in civil matters involving the State and its Agencies before any Commonwealth or State Courts, Tribunals or Boards at first instance. To act as solicitor and counsel in civil appellate matters under the supervision of more senior legal practitioners.

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. Identification check.

Desirable Requirements:—At least 2 years experience in legal practice relevant to the duties of the position.

Enquiries to Kerry Worsley, Manager Crown Law, Department of Justice, phone (03) 6233 8732, email [Kerry.Worsley@justice.tas.gov.au](mailto:Kerry.Worsley@justice.tas.gov.au).

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



For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Kerry.Worsley@justice.tas.gov.au on (03) 6233 8732.

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

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

## JUSTICE

### OFFICE OF THE PUBLIC GUARDIAN

#### **Guardian North/North West (355102).**

Applications Close:—Friday, 24 April 2009.

Salary:—\$67,660 – \$79,920 pro rata.

Tasmanian State Service Award, General Stream Band 6.

Fixed-term casual for a period of 12 months (average of 18 hours per week with variable hours).

Location:—Home Based, North/North West Region.

Duties:—Assist the Public Guardian by acting as Guardian, Alternative Guardian or Administrator for persons with disabilities and advocate on their behalf when the Public Guardian is appointed by the Guardianship and Administration Board.

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted; Conviction checks in the following; Arson and fire setting; Violent crimes and crimes against the person; sex-related offences; drug and alcohol related offences; Crimes involving dishonesty; Crimes involving deception; Making false declarations; Malicious damage and destruction to property; serious traffic offences; Crimes against public order or relating to the Administration of Law and Justice; Crimes against Executive or the Legislative Power; Crimes involving Conspiracy. Disciplinary action in previous employment check. Identification check.

Desirable Requirements:—Tertiary qualifications in social or behavioural sciences, law or related fields.

Enquiries to Lisa Warner, Public Guardian, Department of Justice, phone (03) 6233 7608, email [lisa.warner@justice.tas.gov.au](mailto:lisa.warner@justice.tas.gov.au).

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Lisa Warner on (03) 6233 7608.

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

### OPERATIONS SUPPORT

#### *Information Services*

#### **Supervisor (002528).**

Applications Close:—Friday, 24 April 2009.

Salary:—\$52,276 – \$61,582 p.a.

Tasmanian State Service Award, General Stream Band 4.

Permanent full-time.

Location:—Hobart.

Duties:—Supervise the day to day activities of the work unit and ensure all time frames and legislative deadlines are met. Monitor individual and team work performance.

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

Desirable Requirements:—Knowledge and expertise consistent with qualifications recognised at Diploma and Advanced Diploma or equivalent level.

Enquiries to Ms Kate Prenter, Manager, Information Services, Department of Police and Emergency Management, G.P.O. Box 308 Hobart 7001, phone (03) 6230 2162, email [kate.prenter@police.tas.gov.au](mailto:kate.prenter@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](mailto:applications@police.tas.gov.au).

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

## TASMANIAN ACADEMY

### HELLYER CAMPUS

#### **Teacher (Psychology, English) (001647).**

Applications Close:—Friday, 24 April 2009.

Salary:—\$47,939 – \$74,334 pro rata.

Post Year 10 Teaching Staff Award, Band 1.

Fixed-term part-time 35 hours per fortnight (0.25 FTE Psychology, 0.25 FTE English) until 11 Dec 2009.

Location:—North West.

Duties:—To implement and manage appropriate learning programmes for students and to assess individual student progress.

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

Current Certificate; or provisional registration; or limited authority to teach, granted by the Teachers Registration Board (Tasmania) in accordance with the provisions of the Teachers Registration Act 2000. Please note that a person with a limited authority to teach can only be employed a Fixed-term basis.

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

Desirable Requirements:—Ability to teach Post Year 10 Psychology and English. Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

Enquiries to Kathy Cameron, Principal, Tasmanian Academy, Hellyer Campus, phone (03) 6435 5200, mobile 0418 144 384, email [kathy.cameron@academy.tas.edu.au](mailto:kathy.cameron@academy.tas.edu.au).

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

Applications to Human Resource Services (Recruitment),

Shared Services, G.P.O. Box 1625, Hobart 7001, phone (03) 6233 4668, fax (03) 6231 2254, email [recruitment@sharedservices.tas.edu.au](mailto:recruitment@sharedservices.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 Shared Services.

If no acknowledgement or system generated response is received contact should be made with the Human Resource Services, Shared Services on (03) 6233 4668.

TASMANIAN AUDIT OFFICE  
OFFICE OF THE AUDITOR-GENERAL  
*Financial Audit Services*

**Director, Financial Audit Services (TAO2101).**

Applications Close:—Friday, 24 April 2009.

Salary:—\$101,638 – \$111,802 p.a.

Tasmanian State Service Award, Professional Stream Band 5.

Permanent full-time.

Location:—Hobart.

The Financial Audit business unit delivers the Office's statutory financial audit programme. This results in the issue of audit opinions, Management Letters and reports to Parliament analysing financial results and audit findings aimed at providing Parliament with independent advice and recommendations on the performance of the Tasmanian Public Sector (including local government) and State-Owned entities.

Responsible for planning and major decisions related to the conduct of financial audits, this role has a most direct and significant impact on the conduct of audits and achieving the Office strategic objective of improving public sector accountability and how this is portrayed to the Parliament and the community. Manages the audit and examination of and public sector bodies.

Duties:—Managing a group of professionals engaged in financial audits, the role involves making decisions about resource allocation, programming, and the interpretation of accounting and audit standards and legislation. The position provides audit reports, on the Audits within their control, and provides professional advice to clients and staff. Very highly developed professional expertise and experience is required to meet the demands that stem from dealing with a wide range of organisations, topics and complex accounting standards. Competing deadlines, client requirements and Office needs require well developed management expertise. The position manages key accounts and develops a strong client relationship with all organisations within its portfolio.

The role contributes to the production of reports to Parliament and is actively involved in planning and performance monitoring for the business unit and, via committee participation, the overall functioning of the Office.

Essential Requirements:—A tertiary qualification at degree level in a relevant discipline from a recognised tertiary institution; and (Completion of a recognised accounting/auditing certificate programme, that includes either three years supervised/mentored practical experience or five years unsupervised practical experience in accounting/auditing); or. (Either three years supervised/mentored practical experience or five year unsupervised practical experience in a relevant discipline).

Enquiries to Ric De Santi, Deputy Auditor-General, Tasmanian Audit Office, 144 Macquarie Street Hobart 7000, phone (03) 6226 0100, fax (03) 6226 0199, email [ric.desanti@audit.tas.gov.au](mailto:ric.desanti@audit.tas.gov.au).

Applications to Jessica Balding, Executive Officer, Human Resources, Tasmanian Audit Office, G.P.O. Box 851 Hobart 7001, phone (03) 6226 0100, fax (03) 6226 0199, email [jessica.balding@audit.tas.gov.au](mailto:jessica.balding@audit.tas.gov.au).

TASMANIAN POLYTECHNIC

STRATEGIC DEVELOPMENT

*Health and Wellbeing*

**Administrative Assistant (330178).**

Applications Close:—Friday, 1 May 2009.

Salary:—\$41,938 – \$45,740 pro rata.

Tasmanian State Service Award, General Stream Band 2.

Permanent part-time 0.5 (36.75 hours per fortnight, hours between 12 and 5pm Mon to Fri).

Location:—North West.

Duties:—Experienced clerical level involved in maintenance of the Tasmanian Polytechnic's processes and/or maintenance of databases, and/or provision of a client focussed reception service.

Enquiries to Jhodi Yovich, Workforce Learning Leader, Tasmanian Polytechnic, phone (03) 6421 5586, email [Jhodi.Yovich@polytechnic.tas.edu.au](mailto:Jhodi.Yovich@polytechnic.tas.edu.au).

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

Applications to Human Resource Services (Recruitment), Shared Services, G.P.O. Box 1625, Hobart 7001, phone (03) 6233 4668, fax (03) 6231 2254, email [recruitment@sharedservices.tas.edu.au](mailto:recruitment@sharedservices.tas.edu.au).

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## Senior Executives Direct Selections

HEALTH AND HUMAN SERVICES

HEALTH SERVICES

*Royal Hobart Hospital*

**Executive Director Finance (517752).**

Applications Close:—Friday, 24 April 2009.

Salary:—\$96,798 – \$106,478 p.a.

Senior Executive, Level 1.

Fixed-term full-time commencing as soon as possible for 6 months.

Location:—Royal Hobart Hospital.

Duties:—As a member of the RHH Executive Team play a key role in setting strategic direction which enhances RHH's patient care capability, viability and reputation as a leading tertiary teaching and research facility; and achieving performance targets agreed with Health Services and the Department.

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

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

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

## Staff Movements

### *Permanent Appointments*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Economic Development & Tourism	Client Manager	S. Davidson	6 months	15.04.09
Education	Teacher Aide	A. Douglas	6 months	24.03.09
Environment, Parks, Heritage & the Arts	Finance Officer	D. Ulberg	6 months	07.04.09
Health & Human Services	Occupational Therapist	W Stewart	6 months	13.04.09
Health & Human Services	Registered Nurse	I McGlone	6 months	25.03.09
Health & Human Services	Administrative Assistant	R. Evenett	6 months	06.04.09
Health & Human Services	Child Protection Worker	A.Ashton	6 months	15.04.09
Health & Human Services	Registered Nurse	P. Reddish	6 months	20.04.09
Health & Human Services	Tenancy Officer	J.McIntyre	6 months	27.03.09
Health & Human Services	Child Protection Worker	R. Walsh	6 months	06.04.09
Health & Human Services	Disability Officer (Relief)	S Galpin	6 months	07.04.09
Health & Human Services	Youth Worker (AYDC)	S.Gillies	6 months	15.04.09
Health & Human Services	Youth Worker (AYDC)	J.Keddie	6 months	15.04.09
Health & Human Services	Youth Worker (AYDC)	A.Spiteri	6 months	15.04.09
Health & Human Services	Youth Worker (AYDC)	C.Durack	6 months	15.04.09
Health & Human Services	Youth Worker (AYDC)	R.Stoward	6 months	15.04.09
Health & Human Services	Youth Worker (AYDC)	D.Keegan	6 months	15.04.09
Health & Human Services	Records Management Officer	C. Bateman	6 months	29.03.09
Health & Human Services	Records Assistant	S. Long	6 months	29.03.09
Health & Human Services	Child Protection Worker	L. Steven	6 months	06.04.09
Health & Human Services	Child Protection Worker	N.Palamara	6 months	15.04.09
Health & Human Services	Child Protection Worker	A.Garland	6 months	20.04.09
Health & Human Services	Registered Nurse	L. Pittendrich	6 months	20.04.09
Health & Human Services	Staff Specialist	D. Speden	6 months	06.04.09
Infrastructure, Energy & Resources	Engineer - Project Manager	D. Beety	6 months	30.03.09
Infrastructure, Energy & Resources	Geomorphologist	M. Stevenson	6 months	08.04.09

### *Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Economic Development & Tourism	A. Koerbin	IT Director	16.04.09
Education	W. Goddard	Senior IT Support Officer	01.04.09
Environment, Parks, Heritage & the Arts	Z. Brown	Senior Environmental Officer Wastewater Management	03.04.09
Health & Human Services	A. Taylor	Child Protection Worker	06.04.09
Health & Human Services	L. Brooke	Child Protection Worker	06.04.09
Health & Human Services	M. Gregory	Child Protection Worker	06.04.09
Infrastructure, Energy & Resources	P Nicholls	General Manager, Land Transport Safety	01.04.09
Treasury & Finance	S. van Steenis	Computer Systems Officer	20.04.09

### *Transfer of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Infrastructure, Energy & Resources	B. Beltz	Economic Development & Tourism	Manager HR Client Services	15.04.09

*Fixed-term Appointments of Greater than 12 Months*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Term</i>	<i>Date of Effect</i>
Primary Industries & Water	Client Service Officer	H.Lockley	2 Years	10.06.08

*Resignation of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Enrolled Nurse	C. Young	08.04.09
Health & Human Services	Radiographer	K. Squibb	03.04.09
Justice	Correctional Officer	R. Harris	05.04.09

*Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	School Attendant	G. Dunham	01.04.09
Health & Human Services	Specialist Physiotherapist	K.White	02.04.09
Health & Human Services	Cook (non trades)	J. Darley	26.03.09
Infrastructure, Energy & Resources	Manager Corporate Information	J Atha	14.04.09
Justice	Administrative Assistant	J McRae	15.04.09
Primary Industries & Water	Senior Land Information Officer	A Wilson	15.04.09

*Appointment of Officers*

<i>Agency</i>	<i>Officers Name</i>	<i>Title</i>	<i>Date of Appointment</i>	<i>Duration</i>
Environment, Parks, Heritage & the Arts	P. Mooney	Deputy Secretary/General Manager Parks and Wildlife Service	01.04.09	5 years

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