



# 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.





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## Just to let you know

Over the festive season our trading hours are  
8am - 12 noon Thursday 24 December 2009  
Closed 25th December 2009 to 10th of January 2010  
We resume normal working hours from 11th January 2010

## Tasmanian Government Gazette

Email text 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 4pm 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**

## Tasmanian Government Gazette & Tasmanian State Service Notices

*Publication and copy closure dates*

### Christmas 2009

COPY for the *Tasmanian Government Gazette* and *Tasmanian State Service Notices* to be published on Wednesday

23 December 2009:—

Copy for the General Gazette must be received by 12 noon on Friday 18 December 2009.

COPY for the *Tasmanian Government Gazette* to be published on Wednesday 30 December 2009:—

Copy for the General Gazette must be received by 12 noon on Tuesday 22 December 2009.

**Note: There will be no State Service section on this date.**

COPY for the *Tasmanian Government Gazette* and *Tasmanian State Service Notices* to be published on Wednesday

6 January 2010:—

Copy for the General Gazette must be received by 4pm on Monday 4 January 2010.

## EDUCATION

### LEARNING SERVICES

*Learning Services (North-West)*

### **Manager School Support (963278).**

Applications Close:—Friday, 11 December 2009.

Salary:—\$111,491 p.a.

Teaching Service (TPS) Award, Band 3, Level 7.

Fixed-Term full-time from as soon as possible for up to 2 years (Non-Teaching conditions apply).

Location:—Learning Services (North-West).

Discription of the Role:—Manage support to schools and

colleges, including resources, HR services, and co-ordination of professional support staff. Collaborate with principals and Learning Services staff to ensure that schools and colleges have effective and timely information, staffing, support and professional services to lead school based educational improvement. Provide high-level educational leadership to school and college communities, in optimising the management and use of available resources.

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

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

**Desirable Requirements:**—Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005. A proven senior management and leadership record in a large private or public sector organisation. A current driver's licence.

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

Enquiries to Malcolm Wells, Department of Education, phone (03) 6434 6350, email [malcolm.wells@education.tas.gov.au](mailto:malcolm.wells@education.tas.gov.au)

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

## EDUCATION

### LEARNING SERVICES

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

##### Brighton Primary School

#### ***Withdrawn, Teacher Aide Special (964229).***

Applications Close:—Friday, 11 December 2009.

Salary:—\$37,833 – \$40,814 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time from 8 February 2010, 20 hours per fortnight for up to 42 weeks per year.

Location:—Brighton Primary School.

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

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

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

Applicants should forward an Application for Employment form, with a statement addressing the selection criteria, relevant

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

Enquiries to Pam Noble, Department of Education, phone 03 6268 1231, email [pam.noble@education.tas.gov.au](mailto:pam.noble@education.tas.gov.au)

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

## HEALTH AND HUMAN SERVICES

### BUSINESS SERVICES NETWORK

#### *IT Services*

#### ***Manager, IS Client Services (500597).***

Applications Close:—Friday, 11 December 2009.

Salary:—\$89,786 – \$96,692 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 8.

Permanent full-time day work.

Location:—Hobart.

**Duties:**—As a member of the Information Services Branch's senior management team provide high, Level leadership and direction in the provision of Information Services related Client Services to business units within DHHS.

**Desirable Requirements:**—Extensive high, Level experience in the development and management of an IT Support environment. Extensive high, Level experience in the development and management of Information Services projects including a sound understanding of contemporary information management and technology developments. Demonstrated extensive experience and skills in the provision of an information support service to a wide range of clients which include the use of Service, Level Agreements.

Enquiries to Richard Eccles, Department of Health and Human Services, phone (03) 62338979, email [richard.eccles@dhhs.tas.gov.au](mailto:richard.eccles@dhhs.tas.gov.au)

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

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## HEALTH AND HUMAN SERVICES

### FINANCE AND BUSINESS PERFORMANCE

#### *Financial Management*

#### ***Cost Accountant (517516).***

Applications Close:—Friday, 11 December 2009.

Salary:—\$83,041 – \$90,513 p.a.

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

Permanent full-time day work.

Location:—Hobart.

**Duties:**—The Cost Accountant provides specialist advice to the Director, Financial Management by undertaking cost accounting analysis to support Business Units and the Department in its investment and management decision making, identifying cost saving opportunities to support financial sustainability. Streamlining and standardising business, financial, accounting and operating processes to support a best practice environment.

**Desirable Requirements:**—**Professional Knowledge:** Knowledge of Government accounting/budgeting requirements as demonstrated by a degree in Accounting or Commerce, other relevant tertiary qualifications with emphasis on financial accounting and management, or training and relevant work experience deemed equivalent by the selection panel. **Membership of or progression towards membership of CPA Australia or Institute of Chartered Accountants** is desirable not essential. **Technical Knowledge:** Demonstrated professional experience in financial, management and cost accounting including knowledge of the following; activity based costing/activity based management, accrual based output budgeting in a complex organisation, management reporting, strategic analysis and key performance reporting, budgeting and forecast modelling, cost management and attribution modelling and Australian Accounting Standards. **Analytical and Research Skills:** Demonstrated understanding of business planning, strategic cost management and financial risk management, and the ability to provide effective advice on these and other financial matters to senior management.

Enquiries to Eleanor Patterson, Department of Health and Human Services, phone 6236 5893, mobile 0438 334 051, email [eleanor.patterson@dhhs.tas.gov.au](mailto:eleanor.patterson@dhhs.tas.gov.au)

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

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## HEALTH AND HUMAN SERVICES

### FINANCE AND BUSINESS PERFORMANCE

#### *Financial Management*

#### **Financial Accountant (500354).**

Applications Close:—Friday, 11 December 2009.

Salary:—\$69,202 – \$81,965 p.a.

Health and Human Services (Tasmanian State Service)  
Award, General Stream, Band 6.

Permanent full-time day work.

Location:—Hobart.

**Duties:**—The Financial Accountant is responsible for assisting in maintaining the integrity of the general ledger, completing external reporting requirements including financial reporting to Treasury and the completion of the Department's annual financial statements; and developing relevant accounting policies and processes which improve controls and result in greater efficiencies.

**Desirable Requirements:**—Demonstrated experience in financial accounting in particular general ledger maintenance and exposure to financial statement preparation. Demonstrated knowledge of, and experience in understanding, interpreting and applying accounting standards and awareness of contemporary

accounting issues and emerging trends in accounting and reporting in the public sector. Well developed oral and written communication skills and conflict resolution skills including the ability to represent Finance or the Department and build a good rapport with officers within the Department and external organisations.

Enquiries to Mark Patmore, Department of Health and Human Services, phone (03) 6236 5810, email [mark.patmore@dhhs.tas.gov.au](mailto:mark.patmore@dhhs.tas.gov.au)

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

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Disability, Child, Youth and Family Services*

#### **Child Protection Worker—2 Vacancies.**

Applications Close:—Friday, 11 December 2009.

Salary:—\$45,535 – \$73,058 p.a.

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

Vacancy No. 519154.

Permanent full-time day work (part time hours may be negotiated).

Location:—Children and Family Services, North West.

Vacancy No. 501553.

Permanent full-time day work (part time hours may be negotiated).

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

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

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Disability, Child, Youth and Family Services*

#### **Clinical Psychologist (518808).**

Applications Close:—Friday, 11 December 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 25 January 2010 until 30 July 2010.

Location:—Tasmanian Autism Spectrum Diagnosis and Assessment Service, Hobart.

Duties:—In accordance with Agency policy and direction, legal requirements and professional competence, provide clinical psychology services within the statewide Autism Spectrum Disorder Assessment and Diagnosis Team, including providing diagnostic autism spectrum disorder (ASD) assessments for people from 0-17 years of age. Undertake the delivery of quality client and family support services, based on best practice principles and within a collaborative and multidisciplinary framework. Promote community awareness in relation to Autism Spectrum Disorder. Within the Statewide Autism Assessment and Diagnosis Team deliver high quality evidence-based outcomes for individuals and their families, ensure best practice standards for clinical psychology services provided by the team and assist, as required, with co-ordination and management of the service as a whole.

Desirable Requirements:—Post-graduate degree in clinical psychology, 2 years post-registration supervision and significant clinical experience in the human services sector. Strong knowledge and understanding of contemporary approaches to diagnostic assessment and clinical interventions for people with autism. A strong understanding of family-centred, capacity building and collaborative multi-disciplinary processes. Broad experience in the delivery of psychological services. Demonstrated commitment to current evidence-based knowledge, including the provision of professional development services. Experience working in the field of autism will be an advantage.

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 Ruth McBrien, Department of Health and Human Services, phone (03) 6230 7546, email ruth.mcbrrien@dhhs.tas.gov.au

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

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## HEALTH AND HUMAN SERVICES

### NORTH WEST AREA HEALTH SERVICE

#### *North West Regional Hospital*

#### **Director, Physical Resources and Infrastructure (518872).**

Applications Close:—Friday, 11 December 2009.

Salary:—\$92,929 – \$100,076 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 8.

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

Location:—Ulverstone.

Duties:—Develop and implement policy, practices and systems that will ensure efficient and effective utilisation of physical and other resources across all Hospitals and Health Centres in the North West Area Health Service (NWAHS). Manage the efficient and effective physical and infrastructural operations of hospital and health centres in the NWAHS, including the co-ordination and delivery of major capital projects as they occur, providing high, Level project management and authoritative advice to ensure the delivery of capital works programmes within the NWAHS. Provide high-level strategic resource planning advice including budgets and options papers to ensure all facilities and their infrastructure are appropriately equipped to meet the planned health care delivery needs of the NWAHS. Manage the value, risk, probity and process aspects of capital works projects as they are identified and implemented, co-ordinate and actively manage project teams, consultants and contractors to maximise value for money.

Desirable Requirements:—Proven high, Level management skills and knowledge of contemporary practice, including a comprehensive understanding of managerial requirements within Hospitals and health centre environments and knowledge of and a commitment to the principles and practices of EEO and OH&S. High, Level strategic, conceptual, analytical and creative skills, with the ability to develop and make sound judgments about the political, social and economic environment in the context of change, ambiguity and pressure. High-level interpersonal, communication, negotiation and conflict resolution skills. Able to represent the Service and Department, explain its goals, policies and objectives and identifies and negotiates mutually acceptable solutions in situations of differing interest.

Enquiries to Rachel Hoyt, Department of Health and Human Services, phone 0419007271, email rachel.hoyt@dhhs.tas.gov.au

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

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## HEALTH AND HUMAN SERVICES

## NORTH WEST AREA HEALTH SERVICE

*North West Regional Hospital***Nurse Unit Manager (502123).**

Applications Close:—Friday, 11 December 2009.

Salary:—\$77,219 – \$79,045 p.a.

Nurses (TPS) Award, Nurse Unit Manager.

Fixed-Term full-time day work, commencing 1 February 2010 to 31 October 2010. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—North West Regional Hospital, Burnie.

Duties:—Provide leadership to the Medical Ward and 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 Medical Ward.

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 Margaret Nicholson, Department of Health and Human Services, phone (03) 6430 6503, email [margaret.nicholson@dhhs.tas.gov.au](mailto:margaret.nicholson@dhhs.tas.gov.au)

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

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## HEALTH AND HUMAN SERVICES

## NORTHERN AREA HEALTH SERVICE

*Launceston General Hospital***Clinical Nurse Consultant, Organ and Tissue Donation (518730).**

Applications Close:—Friday, 18 December 2009.

Salary:—\$72,136 – \$77,219 p.a.

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

Fixed-Term full-time day work and fixed term part time day work, working 38 hours per fortnight, commencing as soon as possible to 30 June 2013.

Location:—Launceston General Hospital/North West Region Hospital.

PLEASE NOTE: The allocation of hours is as follows:—

Launceston General Hospital (fixed term full time day work, working 76 hours per fortnight).

North West Regional Hospital (fixed term part time day work, working 38 hours per fortnight).

Some interstate travel may be required. Please indicate on application to which vacancy you are applying.

Duties:—Work with the State Manager and Hospital-based Medical Director in a range of clinical processes, and education and awareness raising activities to optimise organ and tissue donation. Provide clinical leadership to support hospital teams to sensitively assess and identify potential donors, support the conversion to actual donation, provide high quality care, and evaluate outcomes. This includes developing programmes that ensure empathic and person centred care for partners, families and friends of donors and recipients. In conjunction with the State Medical Director and Manager of Organ and Tissue Donation, facilitate the development and implementation of nationally consistent policies and protocols aligned with the direction and goals of the Australian Organ and Tissue Donation and Transplantation Authority.

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

Enquiries to Dr Robert Thornton, Department of Health and Human Services, phone (03) 6270 2209, mobile 0429 572 468, email [robert.thornton@dhhs.tas.gov.au](mailto:robert.thornton@dhhs.tas.gov.au)

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

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## HEALTH AND HUMAN SERVICES

## NORTHERN AREA HEALTH SERVICE

*Launceston General Hospital***House Services Assistant (503533).**

Applications Close:—Friday, 11 December 2009.

Salary:—\$36,266 – \$37,915 p.a.

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

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

Location:—House Keeping and Accommodation.

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

Desirable Requirements:—Basic cleaning skills and knowledge of cleaning procedures and machinery. Physical capacity to handle heavy objects, operate machinery and climb and work up ladders. Sound interpersonal and communications skills. Well developed literacy and numeracy skills. An understanding of the uses of chemicals required in cleaning services.

Enquiries to Colleen Horton, Department of Health and Human Services, phone (03) 6348 7482, email [colleen.horton@dhhs.tas.gov.au](mailto:colleen.horton@dhhs.tas.gov.au)

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

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## HEALTH AND HUMAN SERVICES

## NORTHERN AREA HEALTH SERVICE

*Launceston General Hospital***Rostering Services Support Officer (519054).**

Applications Close:—Friday, 11 December 2009.

Salary:—\$48,439 – \$52,727 p.a.

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

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

Location:—Launceston General Hospital.

Duties:—To Provide effective rostering support to Hospital Managers using the ProAct rostering system, and to provide administrative support for Hospital Managers on rostering related issues including collation of staffing related management reports.

Desirable Requirements:—A knowledge of provisions of relevant legislation and awards. High, Level computer skills and knowledge of statistical recording and analysis including competency with ProAct, Excel and other software applications. Well developed interpersonal, organizational and communication skills.

Enquiries to Robyn Liddington, Department of Health and Human Services, phone (03) 6348 7901, email [robyn.liddington@dhhs.tas.gov.au](mailto:robyn.liddington@dhhs.tas.gov.au)

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

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## HEALTH AND HUMAN SERVICES

## NORTHERN AREA HEALTH SERVICE

*Launceston General Hospital***Staffing Support Officer (519055).**

Applications Close:—Friday, 11 December 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, Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Launceston General Hospital.

Duties:—To provide effective support to Managers on all relief staffing issues, including Nurses, Operational and Clerical staff, and provide administrative and reception support in the Nursing Pool Office.

Desirable Requirements:—A knowledge of provisions of relevant legislation and awards. High, Level computer skills and knowledge of statistical recording and analysis including competency with ProAct. Well developed interpersonal, organizational and communication skills.

Enquiries to Robyn Liddington, Department of Health and Human Services, phone (03) 6348 7901, email [robyn.liddington@dhhs.tas.gov.au](mailto:robyn.liddington@dhhs.tas.gov.au)

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

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## HEALTH AND HUMAN SERVICES

## NORTHERN AREA HEALTH SERVICE

*Primary Health Services North***Enrolled Nurse (512951a).**

Applications Close:—Friday, 11 December 2009.

Salary:—\$46,204 – \$48,420 pro rata.

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

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

Location:—North.

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

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

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

Enquiries to Julie Walker, Department of Health and Human Services, phone (03) 6372 2111, email [julie.walker@dhhs.tas.gov.au](mailto:julie.walker@dhhs.tas.gov.au)

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

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## HEALTH AND HUMAN SERVICES

## NORTHERN AREA HEALTH SERVICE

*Primary Health Services North***Hospital Aide (518119).**

Applications Close:—Friday, 11 December 2009.

Salary:—\$38,264 – \$42,315 pro rata.

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

Permanent part-time shift work, working 24 hours per fortnight.

Location:—North East Soldiers Memorial Hospital, Scottsdale.

Duties:—To assist nursing staff in the provision of daily care activities to residents of the James Scott Wing.

Desirable Requirements:—Knowledge of resident care including feeding, washing and dressing, lifting techniques and use of equipment, and ability to work as part of a multidisciplinary team.

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



be conducted: Conviction check 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 Bucher, Department of Health and Human Services, phone (03) 6352 5523, email [sue.bucher@dhhs.tas.gov.au](mailto:sue.bucher@dhhs.tas.gov.au)

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#### HEALTH AND HUMAN SERVICES

##### NORTHERN AREA HEALTH SERVICE

###### *Primary Health Services North*

#### **Registered Nurse (504193).**

Applications Close:—Friday, 11 December 2009.

Salary:—\$47,472 – \$62,348 pro rata.

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

Fixed-Term casual shift work (fully rotational), as and when required, commencing 20 December 2009 to 18 December 2011.

Location:—St Helens District Hospital, St Helens, Tasmania.

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 Janette Cumming, Department of Health and Human Services, phone (03) 6376 5243, email [janette.cumming@dhhs.tas.gov.au](mailto:janette.cumming@dhhs.tas.gov.au)

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

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#### HEALTH AND HUMAN SERVICES

##### NORTHERN AREA HEALTH SERVICE

###### *Primary Health Services North*

#### **Registered Nurse (513505).**

Applications Close:—Friday, 11 December 2009.

Salary:—\$47,472 – \$62,348 p.a.

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

Permanent full-time Permanent.

Location:—North.

Duties:—Responsible to and receives guidance and support from the Manager and other senior experienced Registered Nurses for initiating, implementing and evaluating quality nursing care.

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 Julie Walker, Department of Health and Human Services, phone (03) 6372 2111, email [julie.walker@dhhs.tas.gov.au](mailto:julie.walker@dhhs.tas.gov.au)

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#### HEALTH AND HUMAN SERVICES

##### NORTHERN AREA HEALTH SERVICE

###### *Primary Health Services North*

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

Applications Close:—Friday, 11 December 2009.

Salary:—\$47,472 – \$62,348 pro rata.

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

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

Location:—North.

Duties:—Responsible to and receives guidance and support from the Manager and other senior experienced Registered Nurses for initiating, implementing and evaluating quality nursing care.

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 Julie Walker, Department of Health and Human Services, phone (03) 6372 2111, email [julie.walker@dhhs.tas.gov.au](mailto:julie.walker@dhhs.tas.gov.au)

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## HEALTH AND HUMAN SERVICES

## SOUTHERN TASMANIA AREA HEALTH SERVICE

**Clinical Data Analyst (518468).**

Applications Close:—Friday, 11 December 2009.

Salary:—\$80,233 – \$85,737 p.a.

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

Permanent full-time day work.

Location:—South.

Duties:—Provide high, Level advice to the Royal Hobart Hospital CEO and executives, and the Director Safety and Quality on appropriate protocols and guidelines for the collection and use of clinical, demographic, epidemiological and hospital morbidity data.

Enquiries to Shirleen Wickham, Department of Health and Human Services, phone (03) 6222 7564, email shirleen.wickham@dhhs.tas.gov.au

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

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## HEALTH AND HUMAN SERVICES

## SOUTHERN TASMANIA AREA HEALTH SERVICE

**Clinical Nurse—2 Vacancies**

Applications Close:—Friday, 18 December 2009.

Salary:—\$62,802 – \$67,183 p.a.

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

Vacancy No. 508747.

Permanent full-time shift worker.

Location:—South.

Vacancy No. 509366.

Permanent full-time shift worker.

Location:—South.

Duties:—Functions as an advance clinical practitioner within Coronary Care and Cardiology Care and provides management and support to the Nurse Unit Manager including participation in staff education and the management of staff performance.

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

Enquiries to Jenni Young, Department of Health and Human Services, phone (03) 6222 8351, mobile 0417 560 289, email jenni.young@dhhs.tas.gov.au

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

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## HEALTH AND HUMAN SERVICES

## SOUTHERN TASMANIA AREA HEALTH SERVICE

**Clinical Nurse (Multiple Vacancies) (517823).**

Applications Close:—Friday, 18 December 2009.

Salary:—\$62,802 – \$67,183 p.a.

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

Permanent full-time and part-time or Fixed Term full-time and part-time, shift work.

Location:—South.

Permanent and Fixed Term full-time and part-time shift work (fully rotational). Applicants wishing to work greater than 48 hours per fortnight are encouraged to apply. Salary pro-rata for part-time.

Duties:—The Clinical Nurse functions as an advanced clinical practitioner within the Department of Critical Care Medicine. You will provide management support to the Nurse Unit Manager including participation in staff education and the management of staff performance.

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

Enquiries to Felicity Geeves, Department of Health and Human Services, phone (03) 6222 8856, email felicity.geeves@dhhs.tas.gov.au

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

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## HEALTH AND HUMAN SERVICES

## SOUTHERN TASMANIA AREA HEALTH SERVICE

**Clinical Nurse Consultant, Haemodialysis Vascular Access (519107).**

Applications Close:—Friday, 18 December 2009.

Salary:—\$72,136 – \$77,219 pro rata.

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

Permanent part-time day work, working 40 hours per fortnight.

Location:—South.

PLEASE NOTE: This job is based at the Renal Unit at St Johns Park, New Town.

Duties:—The Haemodialysis Vascular Access Consultant provides clinical leadership and quality patient management in a multi-disciplinary team for patients requiring vascular access.

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

Enquiries to Colin Banks, Department of Health and Human Services, phone (03) 6222 5400, email colin.banks@dhhs.tas.gov.au

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

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## HEALTH AND HUMAN SERVICES

## SOUTHERN TASMANIA AREA HEALTH SERVICE

**Occupational Therapist (508241).**

Applications Close:—Friday, 18 December 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 day work.

Location:—South.

Duties:—Assess and treat patients as part of an occupational therapy team within a multidisciplinary setting on allocated ward and to maintain optimal patient care. Assist senior occupational therapists with the development of the occupational therapy through quality improvement activities, clinical guidelines 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 7127, email [kaye.jenkins@dhhs.tas.gov.au](mailto:kaye.jenkins@dhhs.tas.gov.au)

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

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## HEALTH AND HUMAN SERVICES

## SOUTHERN TASMANIA AREA HEALTH SERVICE

**Senior Dietitian—2 Vacancies.**

Applications Close:—Friday, 11 December 2009.

Salary:—\$69,974 – \$80,262 pro rata.

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

Vacancy No. 508226.

Fixed-Term full-time day work, commencing as soon as possible until 7 April 2010.

Location:—South.

Vacancy No. 508226.

Fixed-Term part-time day work, working 38 hours per fortnight, commencing 4 January 2010 until 3 January 2011.

Location:—South.

Duties:—Provide clinical dietetic services to allocated areas at specialist and/or senior, Levels. Advocate for appropriate nutrition for clients and staff of the Department of Health and Human Services. Assist the Manager, Nutrition and Dietetics in performing management and administrative tasks.

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

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

Enquiries to Jean Symes, Department of Health and Human Services, phone (03) 6222 7204, email [jean.symes@dhhs.tas.gov.au](mailto:jean.symes@dhhs.tas.gov.au)

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

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## HEALTH AND HUMAN SERVICES

## SOUTHERN TASMANIA AREA HEALTH SERVICE

*Primary Health Services South***ACAT Assessor (Nursing) (505504).**

Applications Close:—Friday, 11 December 2009.

Salary:—\$72,136 – \$77,219 p.a.

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

Fixed-Term full-time day work, commencing as soon as possible until 12 August 2011.

Location:—Repatriation Centre, Hobart.

Duties:—Within a primary health care framework the ACAT Assessor will assess the needs of the elderly and younger people with disabilities and carers within the region. You will facilitate access to appropriate community and residential services, through a multi-disciplinary team approach. You will act as a consultant providing discipline specific input to the Aged Care Assessment Team. You will assess the medical, functional, social and psychological needs of people referred to the Aged Care assessment Team, liaising and consulting with other Aged Care Assessment Team members, carers and appropriate service providers to help identify appropriate carer options for clients.

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

A current drivers licence.

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

Enquiries to Christine Priest, Department of Health and Human Services, phone (03) 6222 7781, email [christine.priest@dhhs.tas.gov.au](mailto:christine.priest@dhhs.tas.gov.au)

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

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## HEALTH AND HUMAN SERVICES

## SOUTHERN TASMANIA AREA HEALTH SERVICE

*Primary Health Services South***Administrative Assistant (510770).**

Applications Close:—Friday, 11 December 2009.

Salary:—\$42,877 – \$46,722 p.a.

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

Fixed-Term part-time day work, working 64 hours per fortnight, commencing as soon as possible until 30 July 2010.

Location:—Repatriation Centre, Hobart.

Duties:—An Administrative Assistant is required in a pivotal position for the effective functioning of a busy Community Health Nursing Service in Hobart. The successful applicant will be experienced in Data Entry, Information Technology and Word Processing. We are looking for a positive and committed member for a large health team who is able to maintain a professional liaison with the public. You will maintain and facilitate an efficient flow of administrative information for all relevant service providers and enable, reliable support for Hobart Community Health Nursing Services.

Desirable Requirements:—Provide routine day-to-day administrative assistance to the Nurse Unit Manager and Community Health Nurses to facilitate an efficient and effective Community Health Nursing Service. Ensure an efficient client registration and admission system, maintenance of workload data for Community Health Nursing and Home Maintenance Services. Co-ordinate accounts payable and purchasing functions through use of Finance One.

Enquiries to Anne Correy, Department of Health and Human Services, phone (03) 62227602, email [anne.correy@dhhs.tas.gov.au](mailto:anne.correy@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## SOUTHERN TASMANIA AREA HEALTH SERVICE

*Primary Health Services South***Community Health Nurse (506347).**

Applications Close:—Friday, 11 December 2009.

Salary:—\$56,230 – \$67,183 p.a.

Nurses (TPS) Award, Community FCH Nurse.

Fixed-Term casual shift work (fully rotational), hours (as and when required) commencing as soon as possible for a period of 2 years.

Location:—Alonnah District Centre.

Duties:—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. Collaborates with other members of the health care team to ensure the delivery of high quality health care. You will, in collaboration with the Manager, initiate health education/promotion programmes with individuals and groups to facilitate independence and self care where appropriate. You will manage first line emergency response to clients applying case management principles,

clinical risk management strategies and adherence to relevant legislation including the Nursing Board of Tasmania (NBT) Code. You will provide an on-call emergency service to the Bruny Island Community in line with the Health Centre on call roster and participates in the maintenance of BICHC's systems and procedures that will enhance the safety of on call staff.

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

A current drivers licence.

The Commissioner has determined that the person nominated for this 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 Chris Bodger, Department of Health and Human Services, phone (03) 6293 1143, mobile 0428336321, email [christine.bodger@dhhs.tas.gov.au](mailto:christine.bodger@dhhs.tas.gov.au)

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## HEALTH AND HUMAN SERVICES

## SOUTHERN TASMANIA AREA HEALTH SERVICE

*Primary Health Services South***Continence Nurse Advisor (513797).**

Applications Close:—Friday, 18 December 2009.

Salary:—\$62,802 – \$67,183 p.a.

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

Permanent full-time day work.

Location:—Repatriation Centre, Hobart.

Duties:—The Clinical Nurse provides clinical expertise in aspects of nursing care for people suffering with bladder and bowel dysfunction. Collaborates with other members of the health care team to ensure the delivery of high quality health care. The nursing practice will reflect a specialist interdisciplinary approach. You will provide an advanced, Level of professional clinical expertise in the practice setting with continence management.

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 Tess Steel, Department of Health and Human Services, phone 62227321, email [tess.steel@dhhs.tas.gov.au](mailto:tess.steel@dhhs.tas.gov.au)

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## HEALTH AND HUMAN SERVICES

## SOUTHERN TASMANIA AREA HEALTH SERVICE

*Primary Health Services South***Home Help (506888).**

Applications Close:—Friday, 11 December 2009.

Salary:—\$36,293 – \$37,180 pro rata.

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

Permanent part-time day work, working 12 hours per fortnight.

Location:—New Norfolk District Hospital.

Duties:—The Home Help Staff will work within a Primary Health Care framework and function effectively as a member of a health care team concerned with the care of the individual and family unit within the community. You will provide essential household duties as assessed by the nominated assessor and approved by the relevant supervisor. These duties could include cleaning, cooking, shopping assistance, washing and ironing. You will provide feedback about significant changes to the client's circumstances to the relevant supervisor and maintain accurate work records and follow established documentation guidelines.

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 Robyn Rylands, Department of Health and Human Services, phone 6222 7618, email [homecaresouth@dhhs.tas.gov.au](mailto:homecaresouth@dhhs.tas.gov.au)

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## HEALTH AND HUMAN SERVICES

## SOUTHERN TASMANIA AREA HEALTH SERVICE

*Primary Health Services South***Home Help (506796).**

Applications Close:—Friday, 11 December 2009.

Salary:—\$37,809 – \$38,933 p.a.

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

Permanent part-time day work, working 15.96 hours per fortnight.

Location:—Repatriation Centre, Hobart.

Duties:—The Home Help Staff will work within a Primary Health Care framework and function effectively as a member of a health care team concerned with the care of the individual and family unit within the community. You will provide essential household duties as assessed by the nominated assessor and approved by the relevant supervisor. These duties could include cleaning, cooking, shopping assistance, washing and ironing.

You will provide feedback about significant changes to the client's circumstances to the relevant supervisor and maintain accurate work records and follow established documentation guidelines. You will be required to cover the areas of Mt Nelson, North and South Hobart.

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 Robyn Rylands, Department of Health and Human Services, phone (03) 6222 7618, email [homecaresouth@dhhs.tas.gov.au](mailto:homecaresouth@dhhs.tas.gov.au)

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## HEALTH AND HUMAN SERVICES

## STATEWIDE AND MENTAL HEALTH SERVICES

*Alcohol and Drug Services***ADON/Manager Clinical Performance (500819).**

Applications Close:—Friday, 18 December 2009.

Salary:—\$89,994 p.a.

Nurses (TPS) Award, Registered Nurse, Level 4 Grade 2.

Permanent full-time day work.

Location:—St Johns Park, New Town.

Duties:—As a senior member of the Alcohol and Drug Service the ADON/Manager Clinical Performance will form part of the Alcohol and Drug Service Executive Team, supporting and driving the implementation of change and reform across the alcohol, tobacco and other drug (ATOD) sector in Tasmania. The ADON/Manager Clinical Performance is the senior nursing practitioner within the Alcohol and Drug Service and provides clinical governance statewide to all nursing staff. You will be required to work with key stakeholders within Alcohol and Drug Services to implement and maintain a clinical performance and evaluation system and clinical risk management system, as part of the overall departmental clinical governance framework designed to enhance client safety and the quality of client care.

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

Current Drivers Licence.

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

Enquiries to John Alderdice, Department of Health and Human Services, phone (03) 6230 7802, mobile 0417 327 637, email [john.alderdice@dhhs.tas.gov.au](mailto:john.alderdice@dhhs.tas.gov.au)



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## HEALTH AND HUMAN SERVICES

### STATEWIDE AND MENTAL HEALTH SERVICES

#### *Alcohol and Drug Services*

#### **Executive Support Officer (517225).**

Applications Close:—Friday, 11 December 2009.

Salary:—\$53,384 – \$62,872 p.a.

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

Fixed-Term full-time day work, commencing as soon as possible until 10 May 2011.

Location:—St Johns Park, New Town.

**Duties:**—The Executive Support Officer will provide comprehensive, high quality administrative co-ordination and executive support in relation to matters involving the Statewide Clinical Director and the Service Development Unit including management of information systems, research and provision of advice.

**Desirable Requirements:**—Demonstrated capacity to manage the office of a senior executive, including the ability to prioritise, interpret and analyse information and recommend or decide on appropriate action within a senior management environment. Proven skills and experience in project work, including analytical, organisational and investigative skills, together with the ability to think critically and solve problems. Proven high, Level interpersonal skills with the ability to interact and liaise with staff and clients at all, Levels, the ability to handle sensitive situations with diplomacy and confidentiality, the ability to elicit and impart information in a short time frame, and to maintain a high, Level of confidentiality.

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

## HEALTH AND HUMAN SERVICES

### STATEWIDE AND MENTAL HEALTH SERVICES

#### *Mental Health Services South*

#### **Finance Manager (517314).**

Applications Close:—Friday, 11 December 2009.

Salary:—\$92,929 – \$100,076 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 8.

Permanent full-time day work.

Location:—St Johns Park, New Town.

**Duties:**—As a member of the Statewide and Mental Health Services (SMHS) Executive, the Finance Manager will provide high, Level support and advice to the Chief Executive Officer (CEO), SMHS and Chief Financial Officer (CFO), Department of Health and Human Services (DHHS) in relation to integrated business management and financial planning and ensure the financial and business performance of SMHS is delivered in accordance with the DHHS operational framework.

**Desirable Requirements:**—High, Level knowledge, experience and skills in all aspects of financial and budget management, including the effective use of financial systems and relevant technology. Demonstrated high, Level management skills with proven ability to manage human, financial and physical resources, applying contemporary management techniques. Demonstrated high, Level communication, negotiation and conflict resolution skills, including an ability to represent Statewide and Mental Health Services, explain its goals, policies and services and negotiate mutually acceptable solutions in situations of competing priorities.

Enquiries to Nick Goddard, Department of Health and Human Services, phone (03) 6230 7721, email [nick.goddard@dhhs.tas.gov.au](mailto:nick.goddard@dhhs.tas.gov.au)

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

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## HEALTH AND HUMAN SERVICES

### STATEWIDE AND MENTAL HEALTH SERVICES

#### *Mental Health Services South*

#### **Occupational Therapist (505032).**

Applications Close:—Friday, 18 December 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 day work.

Location:—Hobart and Southern Districts.

**Duties:**—Mental Health Services South seeks to appoint an Occupational Therapist to join our committed and skilled community team based in Hobart. We are looking for a clinician who is keen to learn and is both flexible and enthusiastic. We offer a unique opportunity to work in an entry, Level community mental health position with a diverse clinical population. This role provides the opportunity to work with occupational therapy colleagues to enhance specialist occupational therapy skills and to develop core skills in mental health within a supportive multidisciplinary team. An enviable lifestyle awaits you with a stunning World Heritage environment to explore, including outdoor adventure and conservation activities, a lively arts and culture community and a relaxed and friendly way of life.

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

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

Enquiries to Alice Godfrey, Department of Health and Human Services, phone (03) 6211 4580, email [alice.godfrey@dhhs.tas.gov.au](mailto:alice.godfrey@dhhs.tas.gov.au)

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

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## HEALTH AND HUMAN SERVICES

### TASMANIAN AMBULANCE AND HEALTH TRANSPORT SERVICE

#### **Communications Officer (510703).**

Applications Close:—Friday, 11 December 2009.

Salary:—\$43,316 – \$50,313 p.a.

Tasmanian Ambulance Service Award, Communications Officer.

Permanent full-time shift-worker (fully rotational).

Location:—State Ambulance Communications, Hobart.

Duties:—As a member of the Ambulance Communications Centre team, receive record and prioritise requests for ambulance services. Co-ordinate and dispatch ambulance vehicles and resources. Co-ordinate patient movements, using telephone, radio and computer aided dispatch systems and other ancillary communications equipment.

Essential Requirements:—Psychological characteristics appropriate to the duties of Communications Officers.

Enquiries to Peter Morgan, Department of Health and Human Services, phone (03) 6230 8577, email [peter.morgan@dhhs.tas.gov.au](mailto:peter.morgan@dhhs.tas.gov.au)

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

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## JUSTICE

### MAGISTRATES COURT

#### *Hobart*

#### **Court Conciliation Officer (354939).**

Applications Close:—Friday, 11 December 2009.

Salary:—\$54,106 – \$63,737 pro rata.

Tasmanian State Service Award, General Stream, Band 4.

Permanent part-time 29.40 hours per fortnight (working 2 days a week, Wednesday and Thursday).

Location:—Hobart.

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

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction checks in the following; Arson and fire setting; Violent crimes and crimes against the person; Sex-related offences; Drug and alcohol related offences; Crimes

involving dishonesty; Crimes involving deception; Making false declarations; Malicious damage and destruction to property; Serious traffic offences; Crimes against public order or relating to the Administration of Law and Justice; Crimes against Executive or the Legislative Power; Crimes involving Conspiracy. Disciplinary action in previous employment check. Identification check.

Desirable Requirements:—Possession of a recognised qualification in conciliation, mediation or other relevant field or an ability and preparedness to undergo required training.

Enquiries to Jim Connolly, Administrator of Courts, Magistrates Court, Department of Justice, phone (03) 6233 3616, email [jim.connolly@justice.tas.gov.au](mailto:jim.connolly@justice.tas.gov.au)

Applications to Daphne Webb, Human Resources, Department of Justice, GPO Box 825 Hobart Tas 7001, phone (03) 6233 6809, fax (03) 6233 3254, email [applications@justice.tas.gov.au](mailto:applications@justice.tas.gov.au)

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Andrew Cox on (03) 6233 3607.

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

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

## JUSTICE

### WORKCOVER

#### **Advisory Programme Co-ordinator (355788).**

Applications Close:—Friday, 11 December 2009.

Salary:—\$54,106 – \$63,737 pro rata.

Tasmanian State Service Award, General Stream, Band 4.

Permanent part-time 58.80 hours per fortnight.

Location:—Rosny.

Duties:—Co-ordinate the development and implementation of WorkCover Advisory Unit projects and programmes. Undertake project research and analysis, including the development of project plans, reports, recommendations and associated documents and papers.

Desirable Requirements:—Current drivers licence.

Enquiries to Martin Shirley, Director, WorkCover, Department of Justice, phone (03) 6233 8361, email [martin.shirley@justice.tas.gov.au](mailto:martin.shirley@justice.tas.gov.au)

Applications to Daphne Webb, Human Resources, Department of Justice, GPO Box 825 Hobart Tas 7001, phone (03) 6233 6809, fax (03) 6233 3254, email [applications@justice.tas.gov.au](mailto:applications@justice.tas.gov.au)

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Callum Gorrington on (03) 6233 3928.

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

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

PRIMARY INDUSTRIES, PARKS, WATER AND  
ENVIRONMENT

INFORMATION AND LAND SERVICES

*Office of the Valuer-General*

**Graduate Valuer or Valuer (700628 and 702263).**

Applications Close:—Friday, 8 January 2010.

Salary:—\$49,097 – \$79,912 p.a.

Tasmanian State Service Award, Professional Stream, Band 1/2.

Permanent full-time.

Location:—Ulverstone (700628), Launceston (702263).

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

Duties:—The complexity of the duties performed will depend upon the knowledge, skills and experience of the occupant.

Perform the range of statutory valuations as required under provisions of the *Valuation of Land Act 2001*. Complete statutory valuations and assist with quality assurance checking of valuations on a state wide basis working to set timeframes.

Essential Requirements:—Band 1: A Degree in Business Studies (or similar) majoring in property valuations. A current motor vehicle driver's licence. Band 2: Meet the necessary qualifications to practice as a Land Valuer in accordance with the Land Valuers Act 2001. A current motor vehicle driver's licence.

Desirable Requirements:—Band 1: Working experience in statutory rating valuations and compulsory property acquisition valuations. Band 2: A Degree in Business Studies (or similar), majoring in property valuations. Working experience in statutory rating valuations and compulsory property acquisition valuations.

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

At DPIPWE, we value the diverse backgrounds, skills and contributions of all employees and treat each other with respect.

Enquiries to Nadine Cleary, phone (03) 6233 2440, email nadine.cleary@dpiuwe.tas.gov.au

Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, GPO Box 44, Hobart 7001, phone (03) 6233 3004, fax (03) 6233 3682, email job.applications@dpiuwe.tas.gov.au

PRIMARY INDUSTRIES, PARKS, WATER AND  
ENVIRONMENT

WATER AND MARINE RESOURCES

*Water Management*

**Project Officer (Groundwater Business Process) (702923).**

Applications Close:—Friday, 11 December 2009.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-Term full-time for 12 months from date of appointment.

Location:—Hobart.

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

Applicants should note that while this vacancy has been advertised as full time, DPIPWE may be prepared to negotiate a part-time or job share arrangement with the successful applicant/s.

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

Duties:—Co-ordinate and project manage the development of groundwater regulatory business processes, including, the procedures, protocols and proformas for recording and managing groundwater licensing data, and for the return and management of water well records, and the State's groundwater licensing and borehole record databases.

Desirable Requirements:—A current motor vehicle drivers' licence.

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

At DPIPWE, we value the diverse backgrounds, skills and contributions of all employees and treat each other with respect.

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

Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, GPO Box 44, Hobart 7001, phone (03) 6233 3004, fax (03) 6233 3682, email job.applications@dpiuwe.tas.gov.au

PRIMARY INDUSTRIES, PARKS, WATER AND  
ENVIRONMENT

INLAND FISHERIES SERVICE

**Clerk (700384).**

Applications Close:—Friday, 11 December 2009.

Salary:—\$43,406 – \$47,341 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-Term part-time (36.75 hours per fortnight) from 18/02/2010 - 18/02/2011.

Location:—New Norfolk.

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

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

Duties:—Act as first point of contact for counter and telephone enquiries for the Inland Fisheries Service and accurately and efficiently compile and check accounts for payment.

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

At DPIPWE, we value the diverse backgrounds, skills and contributions of all employees and treat each other with respect.

Enquiries to Anthony Wright, phone (03) 6261 8061, email Anthony.Wright@dpiuwe.tas.gov.au

Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, GPO Box 44, Hobart 7001, phone (03) 6233 3004, fax (03) 6233 3682, email job.applications@dpiuwe.tas.gov.au

PRIMARY INDUSTRIES, PARKS, WATER AND  
ENVIRONMENT

INLAND FISHERIES SERVICE

***Environmental Consultant (701293).***

Applications Close:—Friday, 11 December 2009.

Salary:—\$49,097 – \$79,912 p.a.

Tasmanian State Service Award, Professional Stream, Band 1/2.

Permanent full-time.

Location:—New Norfolk.

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

Duties:—Develop and maintain infrastructure support, professional and technical knowledge, and professional expertise within the team to enable it to function effectively. Plan and manage work programmes, establish research methodologies, and provide high, Level professional supervision and advice to team members. Provide advice and establish priorities to achieve the outcomes clients require whilst acting in the interests of the Inland Fisheries Service.

Essential Requirements:—A Degree in Biological or Environmental Science relevant to the professional duties to be undertaken, as provided by a university.

Desirable Requirements:—Post graduate qualifications in freshwater ecology or a related field. A commercial diving qualification or proven diving experience. A Workplace, Level II First Aid certificate. A current motor vehicle driver's licence. A limited coxswain certificate.

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

At DPIPWE, we value the diverse backgrounds, skills and contributions of all employees and treat each other with respect.

Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, GPO Box 44, Hobart 7001, phone (03) 6233 3004, fax (03) 6233 3682, email [job.applications@dpiuwe.tas.gov.au](mailto:job.applications@dpiuwe.tas.gov.au)

TASMANIAN ACADEMY

NEWSTEAD CAMPUS

***Advanced Skills Teacher (001052).***

Applications Close:—Friday, 11 December 2009.

Salary:—\$81,584 p.a.

Post Year 10 Teaching Staff Award, Band 2.

Permanent full-time.

Location:—Newstead Campus.

Duties:—The Academy Advanced Skills Teacher models best teaching practice and is a leader of learning and learners who promotes the success of all students on an Academy campus. The occupant works closely with the Academy campus leadership to implement key elements of the Academy Corporate Plan. For students and staff, the AST provides a critically important link between teachers' work and the achievement of the Academy's broader vision and goals.

Essential Requirements:—Appropriate Tertiary qualifications and eligibility for Teachers Registration 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.

Enquiries to Janet Sims, Academy Principal, Newstead Campus, Tasmanian Academy, phone (03) 6332 3232, mobile 0409 945 206, email [janet.sims@academy.tas.edu.au](mailto:janet.sims@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, GPO 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 POLYTECHNIC

COMMUNICATION AND ORGANISATIONAL LEARNING

***Standards Consultant—3 Vacancies.***

Applications Close:—Friday, 11 December 2009.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Vacancy No. 001480.

Permanent full-time.

Location:—South.

Vacancy No. 000980.

Permanent full-time.

Location:—North.

Vacancy No. 001177.

Permanent full-time.

Location:—North West.

Duties:—Manage and co-ordinate projects in relation to the continuous improvement of scope of registration, quality practices, training packages and curriculum implementation.

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

Enquiries to Sue Paine, Quality Assurance Leader, Tasmanian Polytechnic, phone (03) 6336 2520, mobile 0418 535 089, email [sue.paine@polytechnic.tas.edu.au](mailto:sue.paine@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)

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#### TASMANIAN POLYTECHNIC

##### EXECUTIVE SERVICES

###### **Manager, Executive Services (001304).**

Applications Close:—Friday, 11 December 2009.

Salary:—\$93,755 – \$100,987 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time however part-time hours will be considered.

Location:—South.

Duties:—Manage and co-ordinate executive services for the Chief Executive Officer (CEO), Tasmanian Polytechnic ensuring that the office provides the highest, Level of services and information to both internal and external clients.

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

Desirable Requirements:—Experience at a Senior Management, Level in an education and training environment.

Enquiries to Belinda McLennan, Chief Executive Officer, Tasmanian Polytechnic, phone (03) 6233 7337, email belinda.mclennan@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)

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#### TASMANIAN POLYTECHNIC

##### SHARED SERVICES

###### *Client Services*

###### **Team Leader Client Services (330951).**

Applications Close:—Friday, 11 December 2009.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—North.

Duties:—To provide leadership in client service and management of a range of complex administrative functions for campus based Client Service Centre Team/s and as part of a state-wide Client Services group.

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

Desirable Requirements:—Relevant Post Year 10 or University qualifications or progress towards.

Enquiries to Debra Scott, Client Services Regional Manager, North, Client Services, Tasmanian Polytechnic, phone (03) 6336 4284, email debra.scott@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, GPO Box 1625, Hobart 7001, phone (03) 6233 4668, fax (03) 6231 2254, email recruitment@sharedservices.tas.edu.au

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#### TASMANIAN POLYTECHNIC

##### WORKFORCE FUTURES

###### *Foundation Programmes*

###### **Teacher (Connect)—4 Vacancies.**

Applications Close:—Friday, 18 December 2009.

Salary:—\$48,577 – \$75,323 p.a.

Post Year 10 Teaching Staff Award, Band 1.

Vacancy No. 000933.

Permanent full-time.

Location:—South.

Vacancy No. 000669.

Permanent full-time.

Location:—South.

Vacancy No. 001460.

Fixed-Term full-time 1 February 2010 until 23 December 2010.

Location:—South.

Vacancy No. 331494.

Fixed-Term full-time 1 February 2010 until 23 December 2010.

Location:—South.

Duties:—Responsible to the designated Workforce Learning Leader for teaching and co-ordination duties as may be required in a range of courses within Foundation Programmes for 16-19 year olds who have been disengaged from education. Connect South runs a range of programmes to re-engage early school leavers or students at risk of leaving education, in further

education and training to gain basic workplace skills in a flexible learning environment that meets their individual needs. We are seeking teachers who have wide and varied experiences in life and the workplace; are positive people who inspire others to be and do their best; are up for the challenge to contribute to a team who are innovative, dedicated and inspirational; connect with youth "At Risk" and can think outside the box; are young at heart.

**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.

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

Enquiries to Jenny Seaton, Learning Leader, Foundations

Programme, Tasmanian Polytechnic, mobile 0407 874 422, email [jenny.seaton@polytechnic.tas.edu.au](mailto:jenny.seaton@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, GPO 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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## Staff Movements

### *Permanent Appointments*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Education	Teacher Aide	R. Biddle	6 months	26.11.09
Health & Human Services	Enrolled Nurse	C. Gregory	6 months	26.11.09
Health & Human Services	Attendant	F. Mills	6 months	09.11.09
Health & Human Services	Registered Nurse	A. Calabro	6 months	29.11.09
Health & Human Services	Registered Nurse	B. Brown	6 months	29.11.09
Health & Human Services	Administrative Officer, CDPU/Ozfoodnet	S. Webb	6 months	20.11.09
Police & Emergency Management	Clerical Support Officer	S. Hudson	6 months	07.12.09

### *Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Health & Human Services	D. Badcock	Quality Officer	26.11.09
Health & Human Services	S. Bennett	Clinical Nurse	29.11.09
Health & Human Services	S. Riley	Clinical Nurse	29.11.09
Health & Human Services	T. Garrott	Budget Officer	07.12.09
Justice	A. Bannister	In-Service Training Co-ordinator	23.11.09
Justice	W. Crichton	Chief Electrical Inspector	23.11.09
Primary Industries, Parks, Water & Environment	D. Jackson	Program Coordinator	23.11.09
Tasmanian Academy	D. Cripps	Advanced Skills Teacher	25.11.09
Tasmanian Academy	P. Bird	Academy Assistant Principal	01.01.10
Tasmanian Polytechnic	K. Popowski	Student Coordinator	26.11.09
Tasmanian Polytechnic	J. Jacobson	Student Coordinator	26.11.09

*Promotion of Permanent Employees cont...*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Tasmanian Polytechnic	J. Mezger	Student Coordinator	26.11.09
Tasmanian Polytechnic	V. Warren	Student Services Manager	26.11.09
Tasmanian Polytechnic	L. Carbray	Teacher	24.11.09
Tasmanian Polytechnic	L. Wood	SIM Systems Consultant	19.10.09
Tasmanian Polytechnic	D. Dunham	Student Coordinator	26.11.09
Tasmanian Skills Institute	A. Mellas	Unit Leader	20.11.09

*Transfer of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Health & Human Services	L. Steedman	Justice	Client Support officer	16.11.09

*Extension or Renewal of Fixed-Term Appointments beyond 12 months*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Term</i>	<i>Date of Effect</i>
Primary Industries, Parks, Water & Environment	Project Assistant (Dam Safety)	K.Cohen	08/12/2008 - 07/12/2010	25.12.09
Primary Industries, Parks, Water & Environment	Administrative Assistant	P.Kerr	12/01/2009 - 30/06/2010	25.12.09
Primary Industries, Parks, Water & Environment	Weed Management Planning Officer	S.Mallick	25/11/2008-25/02/2010	25.11.09

*Resignation of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Team Leader	R. Baker	25.11.09
Health & Human Services	Registered Nurse	J. Jensen	24.11.09
Health & Human Services	Enrolled Nurse	D. Tunks	21.11.09
Justice	Policy Officer	P. Matt	27.11.09
Premier & Cabinet	Executive Officer	A. Marchesi	25.11.09
Primary Industries, Parks, Water & Environment	Cleaner	K. Redman	26.11.09



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