



# TASMANIAN STATE SERVICE NOTICES

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OVER THE COUNTER  
SALES \$1.10  
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.

# The new supervisor



Practical skills for motivating people, giving feedback and providing direction to team members.

- How to make the transition from team member to team 'leader'
- The 4 supervision strategies - Directing, Coaching, Consulting, Delegating
- The brilliant system for choosing the right strategy at the right time
- What is your current approach to supervising people?
- What are the strengths and limitations of your preferred approach?
- How to manage 'difficult' staff in a calm and confident way
- Learn how to motivate people
- What should a leader do in a crisis?
- How to give praise and constructive criticism

	Public	Hobart	In-house (6 – 16 people)
<b>The New Supervisor</b>	\$595	18 & 19 Aug	\$1795 / day
<b>Time Management Tools</b>	\$275	20 Aug	\$1795 / day
<b>Leading a Team</b>	\$595	25 & 26 Aug	\$1795 / day
<b>Satisfying Difficult Clients</b>	\$275	27 Aug	\$1795 / day
<b>Emotional Intelligence</b>	\$275	28 Aug	\$1795 / day



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Course outlines: [www.developingpotential.com.au](http://www.developingpotential.com.au)

Phone: 1300 88 44 86

## Gazette

Email copy to

**govt.gazette@thepat.com.au**  
or fax to (03) 6216 4294. All copy must be typed in  
upper and lower case not ALL CAPS,  
if unsure please telephone (03) 6233 6110.

## State Service Notices

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

The only way to place a State Service vacancy, direct selection and staff movement notices is through the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au)

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

### Order Information

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

### Deadlines

*Government Gazette* :—

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

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

Telephone (03) 6233 6687

**Deadlines will be strictly adhered to**

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

## ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

### CORPORATE SUPPORT DIVISION

#### Human Resources

### Senior HR Relationship Consultant (425013).

Applications Close:—Friday, 7 August 2009.

Salary:—\$67,660 – \$79,920 p.a. Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time until 30 June 2010.

Location:—Hobart.

Duties:—Provide high level Human Resources Relationship Management services including expert and consultative advice to stakeholders on complex people management issues. As a key member of the HR Relationship Management team collaboratively develop and implement strategies, policies and plans and undertake projects to assist in achieving organisational goals.

Desirable Requirements:—Relevant tertiary and/or industry recognised qualifications and affiliations.

Enquiries to Belinda Beltz, Manager HR Relationships, Department of Economic Development, Tourism and the Arts, phone (03) 6233 5505, email [belinda.beltz@development.tas.gov.au](mailto:belinda.beltz@development.tas.gov.au).

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart 7001, phone (03) 6233 5852, fax (03) 6233 5703, email [applications@development.tas.gov.au](mailto:applications@development.tas.gov.au).

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

## EDUCATION

### LEARNING SERVICES

#### Learning Services (North-West)

### Social Worker (960742).

Applications Close:—Friday, 7 August 2009.

Salary:—\$46,148 – \$73,844 p.a.

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

Permanent full-time 76 hours per fortnight from 7 September 2009.

Location:—Student Support, West Coast.

Relocation expenses may apply.

Description of the Role:—Work in schools as a member of a multi-disciplinary Learning Service Support Team to provide a social work service which supports students and families. Contribute to capacity building of school communities to improve access, participation and achievement of students.

Essential Requirements:—A degree in Social Work from a University, Institute of Technology or College of Advanced Education or an equivalent award from a recognised overseas institution. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for—crimes of violence, Sex related offences, Serious drug offences.

Desirable Requirements:—A current driver's licence. Eligibility for membership of the Australian Association of Social Workers.

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 Sharon Rush, Department of Education, mobile 0409 942 207, email [sharon.rush@education.tas.gov.au](mailto:sharon.rush@education.tas.gov.au).

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

## EDUCATION

### LEARNING SERVICES

#### Learning Services (North-West)

### Teacher, Maths/Science.

Applications Close:—Friday, 14 August 2009.

Salary:—\$47,067 – \$75,323 p.a.

Teaching Service (TPS) Award, Teacher.

Vacancy No. Multiple.

Fixed-term full-time from ASAP until the end of 2010.

Location:—Multiple vacancies within Learning Services North West.

Please note: Numerous vacancies for Maths/Science teachers within high schools in the Learning Services (North West) are available for a fixed term until the end of 2010.

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

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

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

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

**Desirable Requirements:**—Ability to teach Maths and Science. Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

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

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

Enquiries to Ann Parremore, Department of Education, phone (03) 6434 7225, email ann.parremore@education.tas.gov.au.

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

## EDUCATION

### LEARNING SERVICES

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

##### Brighton Primary School

#### **Advanced Skills Teacher (202529).**

Applications Close:—Friday, 7 August 2009.

Salary:—\$81,584 p.a.

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

Fixed-term full-time 70 hours per fortnight, from as soon as possible to 17 December 2010.

Location:—Brighton Primary School.

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

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

Current certificate of registration; or provisional registration in accordance with the provisions of the Teachers Registration Act 2000.

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

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

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

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

Enquiries to Tony Fagan, Department of Education, phone (03) 6268 1188, email tony.fagan@education.tas.gov.au.

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

## EDUCATION

### LEARNING SERVICES

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

##### Gagebrook Primary School

#### **Advanced Skills Teacher (201670).**

Applications Close:—Friday, 7 August 2009.

Salary:—\$81,584 pro rata.

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

Fixed-term part-time 35 hours per fortnight, from 21 September 2009 to 17 December 2010.

Location:—Gagebrook Primary School.

The role includes support for Raising the Bar Closing the Gap programmes, Positive Behaviour Support and alternate education provision.

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

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

Current certificate of registration; or provisional registration in accordance with the provisions of the Teachers Registration Act 2000.

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

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

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



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

Enquiries to Stephen Fagg, Department of Education, phone (03) 6263 6762, email [stephen.fagg@education.tas.gov.au](mailto:stephen.fagg@education.tas.gov.au).

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

## EDUCATION

### LEARNING SERVICES

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

##### Gagebrook Primary School

#### **Assistant Principal (963776).**

Applications Close:—Friday, 7 August 2009.

Salary:—\$91,307 pro rata.

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

Permanent part-time 35 hours per fortnight, from 21 September 2009 until 17 December 2010.

Location:—Gagebrook Primary School.

The role includes support for Raising the Bar Closing the Gap programmes, Positive Behaviour Support and alternate education provision.

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

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

Current certificate of registration; or provisional registration in accordance with the provisions of the Teachers Registration Act 2000.

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

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

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

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

Enquiries to Stephen Fagg, Department of Education, phone (03) 6263 6762, email [stephen.fagg@education.tas.gov.au](mailto:stephen.fagg@education.tas.gov.au).

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

## HEALTH AND HUMAN SERVICES

### CHIEF HEALTH OFFICER

#### *Medical Strategy*

#### **Deputy Chief Health Officer (Medical Strategy) (500341).**

Applications Close:—Friday, 7 August 2009.

Salary:—To be negotiated.

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

Permanent full-time.

Location:—Office of the Chief Health Officer, Hobart.

The Tasmanian Department of Health and Human Services seeks a registered medical practitioner for the role of Deputy Chief Health Officer (Medical Strategy) within the Office of the Chief Health Officer, based in Hobart.

As the Deputy Chief Health Officer, you are a flexible, motivated and enthusiastic practitioner able to make senior level contributions and lead in the area of medical workforce, emergency preparedness, clinical governance and the provision of advice across a wide range of complex and technical issues including ethics and research.

The position is permanent full-time with an attractive remuneration package. Conditions will be available in accordance with the Salaried Medical Practitioners Industrial Agreement 2006.

To find out more about this exciting opportunity, please contact:

Dr Craig White phone (03) 6233 3297 or email [craig.white@dhhs.tas.gov.au](mailto:craig.white@dhhs.tas.gov.au).

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

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

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

## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Launceston General Hospital*

#### **House Services Assistant (503574).**

Applications Close:—Friday, 7 August 2009.

Salary:—\$35,040 – \$35,956 p.a.

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

Fixed-term casual shift worker, working as and when required. To commence as soon as possible until 24 July 2010.

Location:—Corporate, House Services/Cleaning.

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.

Enquiries to Jenny Hawes, Department of Health and Human Services, phone (03) 63487482, email [jenny.hawes@dhhs.tas.gov.au](mailto:jenny.hawes@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Launceston General Hospital*

#### **Registered Nurse (518700).**

Applications Close:—Friday, 7 August 2009.

Salary:—\$47,472 – \$62,348 pro rata.

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

Permanent part-time day work, working 48 hours per fortnight, not working weekends but working public holidays. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Medicine, Renal Unit, Parkside Burnie.

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 and disciplinary action in previous employment check.

Enquiries to Sue Robertson, Department of Health and Human Services, phone (03) 64344130, email [sue.robertson@dhhs.tas.gov.au](mailto:sue.robertson@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Mersey Community Hospital*

#### **Hospital Aide (517214).**

Applications Close:—Friday, 7 August 2009.

Salary:—\$36,293 – \$37,180 pro rata.

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

Fixed-term casual shift worker, working as and when required. To commence as soon as possible until 9 July 2011.

Location:—Mersey Community Hospital.

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

Desirable Requirements:—Demonstrated knowledge of the standards required to prevent infection. Demonstrated ability to communicate effectively both verbally and written with hospital staff and public. Ability and willingness to work as part of a team in promoting a harmonious work environment.

Enquiries to May Woodberry, Department of Health and Human Services, phone (03) 64265654, email [thelma.woodberry@dhhs.tas.gov.au](mailto:thelma.woodberry@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Mersey Community Hospital*

#### **Registered Nurse (514903).**

Applications Close:—Friday, 7 August 2009.

Salary:—\$47,472 – \$62,348 p.a.

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

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

Location:—Theatre.

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 and disciplinary action in previous employment check.

Enquiries to Grace Kamphuis, Department of Health and Human Services, phone (03) 64265206, email [grace.kamphuis@dhhs.tas.gov.au](mailto:grace.kamphuis@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Mersey Community Hospital*

#### **Senior Pharmacist (515013).**

Applications Close:—Friday, 28 August 2009.

Salary:—\$69,974 – \$80,262 p.a.

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

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

Location:—Allied Health, Pharmacy.

Duties:—Experienced pharmacist required for 100 bed hospital. Role will include full scope of hospital pharmacy services such as inpatient and outpatient dispensing, some sterile work, education, some supervisory work, some preceptorship work with pre-registrants, clinical services to wards.

Essential Requirements:—Entitled to be granted registration by the Pharmacy Board of Tasmania.

Enquiries to Lorraine Smith, Department of Health and Human Services, phone (03) 64265602, email [lorraine.smith@dhhs.tas.gov.au](mailto:lorraine.smith@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### Primary Health Services

##### Primary Health North

#### **Administrative Assistant (510361).**

Applications Close:—Friday, 7 August 2009.

Salary:—\$41,427 – \$45,142 p.a.

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

Permanent full-time day work.

Location:—Primary Health North, Launceston.

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

Desirable Requirements:—A sound knowledge of office management principles and capacity to effectively manage the day-to-day operation of the offices of the Primary Health North Coordinators, a demonstrated understanding of meeting procedures and the ability to provide secretarial and administrative support to committees, as well as a well developed computer skills including the ability to efficiently operate word processing, spreadsheet, calendar, mail and database systems and the internet.

Enquiries to Maribeth Harris, Department of Health and Human Services, phone (03) 6336 5551, email [maribeth.harris@dhhs.tas.gov.au](mailto:maribeth.harris@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### Primary Health Services

##### Primary Health North

#### **Case Worker (516264).**

Applications Close:—Friday, 7 August 2009.

Salary:—\$46,801 – \$50,944 p.a.

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

Permanent part-time day work, working 9 hours per fortnight.

Location:—Campbell Town Health and Community Service.

Duties:—To work within the Primary Health care framework and in accordance with primary health care principles in

the provision of services to frail older and younger disabled clients and their carers with complex needs within the Home and Community Care target group and assist the Community Services Manager by providing high level clerical support in maintaining a Community Options model of case management.

Desirable Requirements:—Current unrestricted driver's 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 and disciplinary action in previous employment check.

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

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### Primary Health Services

##### Primary Health North

#### **Enrolled Nurse (506172).**

Applications Close:—Friday, 14 August 2009.

Salary:—\$46,204 – \$48,420 p.a.

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

Permanent full-time shift work (fully rotational).

Location:—Flinders Island Multi Purpose Centre.

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 a Medication Endorsed 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 and disciplinary action in previous employment check.

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

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

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Primary Health Services*

## Primary Health North

**Enrolled Nurse (Medication Endorsed) RELIEF (505881a).**

Applications Close:—Friday, 7 August 2009.

Salary:—\$46,204 – \$48,420 pro rata.

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

Fixed-term casual shift work, as and when required, commencing as soon as possible to 10 August 2011.

Location:—Deloraine District Hospital.

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 a Medication Endorsed 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 and disciplinary action in previous employment check.

Enquiries to Lester Jones, Department of Health and Human Services, phone (03) 6362 5000, email lester.jones@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Primary Health Services*

## Primary Health North

**Registered Nurse (504497).**

Applications Close:—Friday, 7 August 2009.

Salary:—\$47,472 – \$62,348 p.a.

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

Permanent part-time shift work (fully rotational), working 72 hours per fortnight.

Location:—Campbell Town Health and Community Service.

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

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

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

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

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

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Primary Health Services*

## Primary Health North West

**Mental Health Promotional Officer (518982).**

Applications Close:—Friday, 7 August 2009.

Salary:—\$51,579 – \$60,746 pro rata.

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

Fixed-term part-time day work, working 38 hours per fortnight, commencing as soon as possible to 31 December 2009.

Location:—King Island Hospital and Health Centre.

Duties:—Working within a primary health care framework to develop, provide and evaluate health and well-being programmes to residents of King Island and oversee visiting services and programmes. The incumbent works under policy and general direction from the DON/Manager of the King Island Hospital and Health Centre through the Health Promotion/Community Development Officer.

Essential Requirements:—Current Driver's 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 and disciplinary action in previous employment check.

Enquiries to Sarina Laidler, Department of Health and Human Services, phone (03) 6462 9900, email [sarina.laidler@dhhs.tas.gov.au](mailto:sarina.laidler@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## HEALTH SERVICES

*Royal Hobart Hospital***Clinical Nurses—2 Vacancies.**

Applications Close:—Friday, 7 August 2009.

Salary:—\$62,802 – \$67,183 p.a.

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

Vacancy No. 509409.

Permanent full-time shift work (fully rotational).

Location:—Orthopaedics Unit.

Vacancy No. 509411.

Permanent part-time shift work (fully rotational) 64 hours per fortnight (salary pro-rata).



Location:—Orthopaedics Unit.

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

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

Enquiries to Lynda Styles, Department of Health and Human Services, phone (03) 6222 8566, email [lynda.styles@dhhs.tas.gov.au](mailto:lynda.styles@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Royal Hobart Hospital*

#### **Customer Service Officer (509130).**

Applications Close:—Friday, 7 August 2009.

Salary:—\$41,427 – \$45,142 pro rata.

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

Permanent part-time day work, 16 hours per fortnight.

Location:—Royal Hobart Hospital.

Duties:—This position is required for Ward Clerk, weekend shift work. Hours required are from 8.00am till 4.00pm alternate weekends.

The position involves input and retrieving of patient information using the hospital's computerised information system in accordance with established system procedures and standards for the capture of patient details and patient activity.

Primary duties also include receiving and effectively manage all incoming telephone and face to face enquiries, communicating with various hospital staff as required for efficient and effective clerical support for patient care, prepare, receive, track, maintain and dispatch patient records in accordance with the standards applying to medical record management. Participate in quality improvement activities, including routine audits and the identification of opportunities for clerical system improvement and appropriate documentation and follow up as directed. Maintain and file where necessary, statistical, and administrative records relating to unit activities. Assist in clerical training of new Customer Service Officers as requested. Operate in accordance with occupational health and safety guidelines.

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

Enquiries to Frances Boyle, Department of Health and Human Services, Royal Hobart Hospital, phone 6222 8448, email [frances.boyle@dhhs.tas.gov.au](mailto:frances.boyle@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Royal Hobart Hospital*

#### **Specialist Pharmacist (508363).**

Applications Close:—Friday, 14 August 2009.

Salary:—\$80,262 – \$88,771 p.a.

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

Fixed-term full-time daywork, commencing 7 September 2009 to 12 June 2010.

Location:—Pharmacy, Royal Hobart Hospital.

Duties:—As the professional specialist pharmacist, manage medications for inpatients and outpatients of the oncology, haematology and palliative care units of the Royal Hobart Hospital. Provide training, professional supervision and support to pharmacy staff within the Royal Hobart Hospital. Provide specialist consultant advice to internal and external stakeholders in relation to: the co-ordination and practice of clinical activities, contribution to policy and treatment pathways, conducting, analysing and presenting findings of research and being an authoritative source of drug information in the specialized field of oncology, haematology and palliative care pharmacy.

Essential Requirements:—Entitled to be granted registration by the Pharmacy Board of Tasmania.

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

Enquiries to Maurice Curtis, Department of Health and Human Services, phone (03) 6222 6693, email [maurice.curtis@dhhs.tas.gov.au](mailto:maurice.curtis@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### HEALTH SERVICES

#### *Royal Hobart Hospital*

#### **Team Leader, Medical Typing (508162).**

Applications Close:—Friday, 7 August 2009.

Salary:—\$46,801 – \$50,944 p.a.

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

Permanent full-time Permanent.

Location:—Royal Hobart Hospital.

Duties:—The Team Leader is responsible for the supervision of staff, the assignment and prioritising of daily tasks and the quality control of the work. They need to have the ability to assist with the efficient and effective day to day operation of Medical Transcription service, including staff rosters and workload. The position directly reports to the Manager, Medical Records and works under general direction and supervision based on established procedures and practices.

The position includes co-ordinating and prioritising the processing of hospital clinic letters and reports, assisting with

recruiting and training processes of new staff, assist with development, implementation and evaluation of new systems or procedures and the ability to exercise reasonable care in the performance of duties consistent with the relevant OHS legislation. With each primary task, patient confidentiality must be maintained at all times.

**Desirable Requirements:**—Supervise and co-ordinate staff in the Medical Typing Service ensuring that service delivery standards, service objectives and strategies are understood, implemented and maintained. Co-ordinate and prioritise the processing of medico legal reports, police reports and hospital clinical letters and reports. Assist with the recruitment and selection of staff for PIMS Medical Typing Service positions.

Enquiries to Rhonda Boulter, Department of Health and Human Services, phone 6222 8248, email rhonda.boulter@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Children and Family Services*

#### **Child and Family Health Nurse Relief South East (500923).**

Applications Close:—Friday, 7 August 2009.

Salary:—\$56,230 – \$67,183 p.a.

Nurses (TPS) Award, Community FCH Nurse.

Fixed-term casual day work (as and when required) commencing ASAP until (03) August 2011.

Location:—Children and Family Services, South East.

Within a Primary Health Care framework and in accordance with the philosophy of Child Health and Parenting Service, Agency policy and legal requirements, the Child and Family Health Nurse will:—provide assessment, care and support to individuals and groups, undertake all aspects of early identification and early intervention activities and participate in community development and health promotion activities.

**Duties:**—Within a Primary Health Care framework and in accordance with the philosophy of Child Health and Parenting Service, Agency policy and legal requirements, the Child and Family Health Nurse will:—provide assessment, care and support to individuals and groups, undertake all aspects of early identification and early intervention activities and participate in community development and health promotion activities.

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

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

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 and disciplinary action in previous employment check.

Enquiries to Kim Parker, Department of Health and Human Services, phone (03) 6230 7876, email kim.parker@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Children and Family Services*

#### **Client Support Officer (501471).**

Applications Close:—Friday, 7 August 2009.

Salary:—\$41,427 – \$45,142 p.a.

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

Permanent full-time day work.

Location:—Children and Family Services, South West.

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

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

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 and disciplinary action in previous employment check.

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

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

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## HEALTH AND HUMAN SERVICES

### STATEWIDE SYSTEM DEVELOPMENT

#### *Mental Health and Statewide Services*

#### *Mental Health Services North*

#### **Hospital Aide (504866).**

Applications Close:—Friday, 7 August 2009.

Salary:—\$36,293 – \$37,180 pro rata.

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

Permanent part-time shift worker (set rotational), working 50.92 hours per fortnight.

Location:—Northside Mental Health Clinic, LGH Charles Street, Launceston.

**Duties:**—In accordance with Agency directions, policy and legal requirements the Ward Aide supports nursing staff in the delivery of nursing care, assists nursing staff in general daily care of clients, including bathing, dressing, feeding and

personal care, and maintains the unit in a clean and homely state including bed making and assisting with personal laundry needs of the client.

Desirable Requirements:—Current driver's 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 and disciplinary action in previous employment check.

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

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

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## HEALTH AND HUMAN SERVICES

### STATEWIDE SYSTEM DEVELOPMENT

#### *Mental Health and Statewide Services*

##### Mental Health Services North West

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

Applications Close:—Friday, 7 August 2009.

Salary:—\$80,262 – \$88,771 p.a.

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

Permanent full-time day work.

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

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

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 and disciplinary action in previous employment check.

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

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

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## HEALTH AND HUMAN SERVICES

### STATEWIDE SYSTEM DEVELOPMENT

#### *Mental Health and Statewide Services*

##### Mental Health Services South

#### **Psychogeriatric Liaison Officer (505140).**

Applications Close:—Friday, 14 August 2009.

Salary:—\$56,230 – \$67,183 p.a.

Nurses (TPS) Award, Community FCH Nurse.

Fixed-term full-time day work, commencing as soon as possible until 30 June 2010.

Location:—Southern Region.

Duties:—Provide a high level consultancy service in the field of Dementia Care for consumers with dementia and challenging behaviours to the Aged Care Assessment Teams, a range of service providers and to older people with dementia and their carers and provide expert assessment support in the management and care of people with dementia in residential care services.

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 and disciplinary action in previous employment check.

Enquiries to Jackie Morling, Department of Health and Human Services, phone (03) 6230 7541, email jackie.morling@dhhs.tas.gov.au.

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

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## JUSTICE

### VICTIMS SUPPORT SERVICES

#### **Administrative Assistant (355332).**

Applications Close:—Friday, 7 August 2009.

Salary:—\$41,938 – \$45,740 pro rata.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time working 7.35 hours every Monday, Tuesday and Wednesday.

Location:—Hobart.

Duties:—To undertake administrative and clerical functions including typing, data entry, keyboard support and clerical assistance associated with the day-to-day operations of the Victims Support Services. Provide an efficient and courteous telephone and reception service including liaising with clients, staff and stakeholders and answering enquiries in person, by phone and in writing. Maintain the local office filing system (general and personal files) in a timely and efficient manner and perform general clerical duties, including the processing of inward and outward mail.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—Conviction checks in the following, arson and fire setting, violent crimes and crimes against the person, sex-related offences, drug and alcohol related offences, crimes involving dishonesty, crimes involving deception, making false declarations, malicious damage and



destruction to property, serious traffic offences, crimes against public order or relating to the Administration of Law and Justice, crimes against Executive or the Legislative Power, crimes involving Conspiracy, disciplinary action in previous employment check and identification check.

Desirable Requirements:—Possession of a current drivers licence.

Enquiries to Debra Rabe, Manager Victims Support Services, Department of Justice, phone (03)6233 5007, email [Debra.Rabe@justice.tas.gov.au](mailto:Debra.Rabe@justice.tas.gov.au).

Applications to Daphne Webb, Administrative Support Officer, Department of Justice, G.P.O. Box 825, Hobart, Tasmania 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 Jenny.Powell@justice.tas.gov.au or phone (03) 6233 5002.

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

##### ENVIRONMENT

#### ***Project Manager (Remediation) (706190).***

Applications Close:—Friday, 7 August 2009.

Salary:—\$77,210 – \$86,548 p.a.

Tasmanian State Service Award, Professional Stream, Band 3.

Permanent full-time.

Location:—Hobart.

Duties:—As a senior project manager, manage and implement the Mt Lyell and Savage River Remediation Programmes.

Essential Requirements:—A graduate qualification relevant to the professional duties to be undertaken is required by the employer, as provided by a university, in a discipline relevant to science, engineering or environmental studies.

Desirable Requirements:—A current driver's licence.

Enquiries to Elaine Adams, Administrative Assistant, phone (03) 6233 3373, email [Elaine.Adams@environment.tas.gov.au](mailto:Elaine.Adams@environment.tas.gov.au).

Applications to address the selection criteria as outlined in the Statement of Duties, quote vacancy number and be addressed to Viki Loring, Human Resources, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 771, Hobart, Tas 7001, phone (03) 6233 3903, fax (03) 6233 5907, email [Viki.Loring@dpipwe.tas.gov.au](mailto:Viki.Loring@dpipwe.tas.gov.au).

#### PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

##### ENVIRONMENT

#### ***Senior Compliance Officer (Compliance Investigation) (706342).***

Applications Close:—Friday, 7 August 2009.

Salary:—\$67,660 – \$79,920 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term part-time 80% FTE until 31 August 2010.

Location:—Hobart.

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

Duties:—Undertake and oversee compliance investigations into referred breaches of environmental laws and obligations in accordance with the enforcement policy of the agency and any specific policies for legislation administered by, or relevant to, the Division. As a professional practitioner, collect, analyse and prepare scientific and technical evidence for civil and criminal litigation.

Assist in the management of the Compliance Investigation Section to ensure the efficient development, implementation, maintenance and review of compliance enforcement programmes for legislation administered by, or relevant to, the Environment Division.

Provide consultative support and advice on compliance and enforcement issues to senior management.

Desirable Requirements:—A degree in Science, Engineering or Environmental Studies or an equivalent qualification from a recognised tertiary institution would be advantageous along with a Certificate IV in Government (Investigation) and preferably Certificate IV in Government (Statutory Compliance) as well as a current motor vehicle driver's licence.

Enquiries to Malcolm Budd, Section Head, Compliance Investigation, for further information regarding the vacancy or for a copy of the Statement of Duties, Department of Primary Industries, Parks, Water and Environment, phone 6233 8866 or, email [Malcolm.Budd@environment.tas.gov.au](mailto:Malcolm.Budd@environment.tas.gov.au).

Applications to address the selection criteria as outlined in the Statement of Duties, quote vacancy number and be addressed to Viki Loring, Human Resources, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 771, Hobart 7001, phone 6233 3903, fax 6233 5907, email [applications@dpipwe.tas.gov.au](mailto:applications@dpipwe.tas.gov.au).

#### PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

##### INFORMATION AND LAND SERVICES

##### *Office of the Valuer General*

#### ***Valuer (700628).***

Applications Close:—Friday, 28 August 2009.

Salary:—\$66,761 – \$75,292 p.a.

Tasmanian State Service Award, Professional Stream, Band 2.

Permanent full-time.

Location:—Launceston.

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

Duties:—Perform the range of statutory valuations as required under provisions of the Valuation of Land Act 2001. Be responsible for the completion of statutory valuations and assist with quality assurance checking of valuations on a state wide basis working to set timeframes. Undertake a wide variety of valuations using a project management methodology across Tasmania. Contribute to an ongoing review of work practices and implement improved practices that will provide cost effective and revenue generating valuation services.

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

A current motor vehicle driver's licence.

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

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@dpipwe.tas.gov.au](mailto:nadine.cleary@dpipwe.tas.gov.au).

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

PRIMARY INDUSTRIES, PARKS, WATER AND  
ENVIRONMENT

RESOURCE MANAGEMENT AND CONSERVATION

*Biodiversity Conservation*

***Wildlife Disease Biologist (Chytrid Research and Management Programme) (703007).***

Applications Close:—Friday, 7 August 2009.

Salary:—\$47,437 – \$63,838 p.a.

Tasmanian State Service Award, Professional Stream, Band 1.

Fixed-term full-time (from October 2009 until 26 February 2010).

Location:—Hobart.

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

Duties:—As part of a research and management team, provide a professional and technical contribution to the assessment of the impact and distribution of Chytrid in Tasmania.

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

Desirable Requirements:—Previous GIS experience would be an advantage. A current motor vehicle driver's licence. Workplace Level 2 First Aid 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.

Enquiries to Annie Philips, phone (03) 6233 2265, email [annie.philips@dpipwe.tas.gov.au](mailto:annie.philips@dpipwe.tas.gov.au).

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

TREASURY AND FINANCE

CORPORATE SUPPORT DIVISION

*Information Systems Branch*

***Information and Communication Technology Officer (722606).***

Applications Close:—Friday, 14 August 2009.

Salary:—\$41,938 – \$61,582 p.a.

Tasmanian State Service Award, ICT Level 1, Technician.

Permanent full-time.

Location:—Hobart.

Duties:—The Infrastructure Support Unit is seeking a staff member who has a broad range of technical competencies and possesses the flexibility to undertake a wide range of technical and system support tasks relating to the Department's IT systems infrastructure.

In the context of the selection criteria, to be successful in the position applicants will have:—a passion for dealing with and helping other people, an analytical mind and have an aptitude for solving technical problems, the ability to manage multiple tasks at once and set sensible priorities for these tasks and an aptitude for working with information and communication technology.

Desirable Requirements:—Certificate III in a relevant area or equivalent level.

Enquiries to Malcolm Smith, Manager, Infrastructure Support, Information Systems Branch, Department of Treasury and Finance, phone (03) 6233 6105, email [malcolm.smith@treasury.tas.gov.au](mailto:malcolm.smith@treasury.tas.gov.au).

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

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

TASMANIAN POLYTECHNIC

SHARED SERVICES

*Capital and Facilities Services*

***Regional Manager Facility Services N/NW (001367).***

Applications Close:—Friday, 7 August 2009.

Salary:—\$81,031 – \$86,548 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—North/North-West.

Duties:—To manager Tasmania's Polytechnic Shared Services Facilities group in the North/North West in providing an efficient built environment and amenities for students, visitors and staff.

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:—A relevant Post Secondary qualification.

Enquiries to Mark Bowerman, Manager Facilities Services, Tasmanian Polytechnic, phone (03) 6233 4674, email [Mark.Bowerman@polytechnic.tas.edu.au](mailto:Mark.Bowerman@polytechnic.tas.edu.au).

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

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

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 SKILLS INSTITUTE

## OPERATIONS

**Unit Leader (Electrotechnology) (001730).**

Applications Close:—Friday, 7 August 2009.

Salary:—\$81,584 p.a.

Post Year 10 Teaching Staff Award, Band 2.

Permanent full-time.

Location:—North-West.

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

Duties:—Motivate and lead teaching teams as an innovative VET practitioner and participate as a member of the management team to ensure that staff, resource allocation, monitoring, planning and student administration happens within a framework defined by the commercial objectives of the Tasmanian Skills Institute, responding to the demands of the electrotechnology industry and within the requirements of the Australian Quality Training Framework.

Develop and facilitate the delivery of educational and training service programmes offered by the Tasmanian Skills Institute in line with identified industry/enterprise/employer needs and incorporate feedback through principles of continuous improvement.

Establish and build strong and effective relationships with businesses and relevant organisations to facilitate and provide workforce skills development services that meet out customer's needs.

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:—Current and relevant vocational qualifications and experience in Electrotechnology.

Current Drivers licence.

Certificate IV in Training and Assessment, or equivalent.

Enquiries to Brendan Holland, Manager, Organisational Development, Tasmanian Skills Institute, phone (03) 6336 2828, mobile 0400 866 715, email [Brendan.Holland@skillsinstitute.tas.edu.au](mailto:Brendan.Holland@skillsinstitute.tas.edu.au).

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

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

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

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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 SKILLS INSTITUTE

## OPERATIONS

**Unit Leader (Licensed Skills) (001397).**

Applications Close:—Friday, 7 August 2009.

Salary:—\$81,584 p.a.

Post Year 10 Teaching Staff Award, Band 2.

Permanent full-time.

Location:—Negotiable.

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

Duties:—Motivate and lead teaching teams as an innovative VET practitioner and participate as a member of the management team to ensure that staff, resource allocation, monitoring, planning and student administration happens within a framework defined by the commercial objectives of the Tasmanian Skills Institute, responding to the demands of industry in relation to their licensing requirements and within the requirements of the Australian Quality Training Framework.

Develop and facilitate the delivery of educational and training service programmes offered by the Tasmanian Skills Institute in line with identified industry/enterprise/employer needs and incorporate feedback through principles of continuous improvement.

Establish and build strong and effective relationships with businesses and relevant organisations to facilitate and provide workforce skills development services that meet out customer's needs.

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:—Current and relevant vocational qualifications and experience within industry in relation to licensing requirements.

Current Drivers licence.

Certificate IV in Training and Assessment, or equivalent.

Enquiries to Brendan Holland, Manager, Organisational Development, Tasmanian Skills Institute, phone (03) 6336 2828, mobile 0400 866 715, email [Brendan.Holland@skillsinstitute.tas.edu.au](mailto:Brendan.Holland@skillsinstitute.tas.edu.au).

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

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

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## Staff Movements

### *Permanent Appointments*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Health & Human Services	Clinical Nurse (Preceptor Education)	A. Taylor	6 months	27.07.09
Health & Human Services	Registered Nurse Level 1	K. Ellis	6 months	20.07.09
Health & Human Services	Hospital Aide	L. Flanagan	6 months	30.07.09
Health & Human Services	Registered Nurse	J. Lock	6 months	31.08.09
Health & Human Services	Hospital Aide	P. Cairns	6 months	30.07.09
Health & Human Services	Registered Nurse	M Rietveld	6 months	13.07.09
Health & Human Services	Registered Nurse	J. Allen	6 months	16.07.09
Health & Human Services	Physiotherapist	S May	6 months	20.07.09
Health & Human Services	Registered Nurse	A. Walters	6 months	15.07.09
Health & Human Services	Registered Nurse	P. Macintyre-Smith	6 months	26.07.09

### *Fixed-term Appointments of Greater than 12 Months*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Term</i>	<i>Date of Effect</i>
Primary Industries, Parks, Water & Environment	Project Manager (Groundwater)	D.Rockliff	27/07/09 - 26/01/2012	27.07.09

### *Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Health & Human Services	J Brookes	Clinical Nurse	12.07.09
Police & Emergency Management	E. Lang	Team Leader Cambridge	27.07.09

### *Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Advanced Skills Teacher	P. Murphy	17.07.09
Education	Principal	B. Kelly	24.07.09
Police & Emergency Management	Firefighter	W. Seabrook	23.07.09
Primary Industries, Parks, Water & Environment	Utility Officer	D.Munro	05.08.09

### *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	C. Downing	Primary Industries, Parks, Water & Environment	Ranger	01.07.09

*Resignation of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Support Worker	J. Kannegiesser	01.01.09
Health & Human Services	Clinical Coder	H.Orlowski	21.07.09
Health & Human Services	Registered Nurse	N Harvey	13.07.09
Health & Human Services	Registered Nurse	T. Davis	17.07.09
Health & Human Services	Physiotherapist	S Olszewski	22.07.09
Health & Human Services	Community Mental Health Nurse	S DeGarr	25.07.09
Police & Emergency Management	Information & Communications Officer	B. Chalmers	22.07.09
Police & Emergency Management	Clerical Support Officer	V. Barker	10.07.09
Police & Emergency Management	Payroll Officer	P. Brook	26.07.09
Police & Emergency Management	Clerical Support Officer	C. Midson	17.07.09
Police & Emergency Management	Deputy Regional Chief South	C. Arnol	24.07.09
Primary Industries, Parks, Water & Environment	Cashier	T.Sproule	31.07.09
Primary Industries, Parks, Water & Environment	Property Officer	J. Smyth	22.07.09
Primary Industries, Parks, Water & Environment	Graduate Valuer	K Wickham	24.07.09
Primary Industries, Parks, Water & Environment	Environmental Technical Officer - Air Quality Monitoring	A.Graham	10.07.09







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# Together we are making a difference.

## Tips for a green office.

### Reduce the amount of paper used

- Use scrap paper for notes
- Print two pages per A4 page, if you have duplex printing, print on both sides of the page
- Only print emails or documents when necessary

### Ensure access to recycling services

- Place all used paper in paper recycling bin
- Collect cardboard boxes for recycling and place into your recycling bin
- Place your plastic bottles, aluminium cans, tin cans, milk and juice cartons in a separate recycling bin

### Reduce energy consumption:

- Turn off office lighting when not in use
- Activate sleep mode on your computer to switch off the screen after ten minutes
- Switch off office equipment when leaving the office

### Reducing waste

- Bring a mug to work and have some set aside for visitors
- Bring lunch from home or eat in a local café to avoid packaging waste generated by take away foods.



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