



# TASMANIAN STATE SERVICE NOTICES

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OVER THE COUNTER  
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INCLUDING G.S.T.

## CONTENTS

### VACANCIES—

Economic Development, Tourism and the Arts .....	2077
Education .....	2078
Health and Human Services .....	2081
Justice .....	2091
Premier and Cabinet .....	2094
Primary Industries, Parks, Water and Environment .....	2094
Tasmanian Polytechnic .....	2095

### TASMANIAN GOVERNMENT

#### STATE SERVICE EXECUTIVES—

Justice .....	2097
Police and Emergency Management .....	2097

### STAFF MOVEMENTS—

Appointments .....	2098, 2099
Promotions .....	2099
Resignations .....	2099
Retirements .....	2099

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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## 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**

- Food and Agri business.
- Regional Development.
- Tourism.

- Infrastructure Development.

The roles offer an opportunity for talented Graduates to develop and expand their skills working in a stimulating and challenging environment. The Agency recognises and values the diversity of its employees, their skills, background, personal attributes and individual perspectives. The Agency's Graduate Development Programme is designed to give Graduates the best possible start in their professional career.

The Agency has a comprehensive Graduate Programme in place that provides Graduates with: Tailored Induction Programme.

- Designated Mentor.
- Peer Networking.
- On and off the job training and development opportunities.
- Rotation opportunities.

As a Values-based organisation we aim to demonstrate our Values in all our personal and professional dealings. We therefore want to attract, recruit and retain talented graduates who will uphold our Values and are committed to building the culture we aspire to.

Some of the added benefits of working with the Agency: Emphasis on individual training and development.

- A well developed health and wellbeing programme.
- Flexible work practices.
- Enthusiastic and energetic social club.

If you believe a Graduate career with the Agency is for you we look forward to hearing from you.

*Duties*:—To assist in business, community and industry development activities, research, analysis and development of policy issues, marketing functions and other tasks relevant to the Agency. This work will involve problem solving, analysis of complex issues, primary and secondary research, project work, production of high, Level documentation and liaison with a variety of individuals or organisations on a broad range of issues.

Enquiries to Emma Britton, HR Relationship Consultant, Department of Economic Development, Tourism and the Arts, phone (03) 6233 5864, email [Emma.Britton@development.tas.gov.au](mailto:Emma.Britton@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 5864, fax (03) 6233 5703, email [applications@development.tas.gov.au](mailto:applications@development.tas.gov.au)

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

#### ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS.

CORPORATE SUPPORT DIVISION.

*Finance.*

#### **Budget/Finance Analyst (3 vacancies).**

Applications Close:—Friday, 20 November 2009.

Salary:—\$63,838 – \$66,761 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Vacancy No. Various.

Fixed-term full-time until 31 August 2010.

Location:—Hobart.

*Duties*:—As a member of the Finance Unit, liaise with internal and external stakeholders in regard to the provision of

#### ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS.

#### **Graduate Officers.**

Applications Close:—Friday, 20 November 2009.

Salary:—\$47,437 – \$57,114 p.a.

Tasmanian State Service Award, Graduate.

Vacancy No. Various.

Permanent full-time.

Location:—Various.

Are you looking for an opportunity to make a significant contribution to the economic and cultural development of Tasmania in a stimulating and challenging environment? Do you want to work collaboratively with business, state government agencies and the community? If the answer is YES, a Graduate career with Economic Development, Tourism and the Arts is for you.

We are currently seeking applications from talented Graduates in the following disciplines: Accounting/Corporate Governance.

- Business Analysis/Finance.
- Policy.
- Research.
- Industry.

information required to support budget management, financial analysis and decision making decisions.

**Desirable Requirements:**—Relevant tertiary qualifications in business, accounting or other appropriate discipline. Relevant experience in a government environment or familiarity with government processes and protocols. Current drivers licence.

Enquiries to Glen Dean, Manager Financial and Budget Accounting, Department of Economic Development, Tourism and the Arts, phone (03) 6233 5819, email [Glen.Dean@development.tas.gov.au](mailto:Glen.Dean@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 5864, fax (03) 6233 5703, email [applications@development.tas.gov.au](mailto:applications@development.tas.gov.au)

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

## ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS.

### TOURISM TASMANIA.

#### *Marketing and Commercial Operations.*

#### **Visiting Journalist Programme (VJP) Guide.**

Applications Close:—Thursday, 10 November 2011.

Salary:—\$34 – \$40 per hour.

Tasmanian State Service Award, General Stream, Band 4.

Vacancy No. Various.

Register (Fixed-term Casual Appointment).

Location:—Various.

Hourly rates include a 20% casual loading in lieu of leave entitlements.

**Duties:**—To maximise the effectiveness of Tourism Tasmania's distribution and marketing programmes by co-ordinating and escorting media, trade and VIP familiarisation visits and working with industry to ensure maximum benefit is achieved for Tasmania as a holiday destination.

**Desirable Requirements:**—Experience in hosting visitors in a manner designed to reflect well upon the products and experiences of a destination. First Aid certificate.

Enquiries to Jill Pasinski, Contact Centre Co-ordinator, Department of Economic Development, Tourism and the Arts, phone (03) 6336 3232, email [Jill.Pasinski@development.tas.gov.au](mailto:Jill.Pasinski@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 5836, fax (03) 6233 5703, email [applications@development.tas.gov.au](mailto:applications@development.tas.gov.au)

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

## EDUCATION

### LEARNING SERVICES.

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

Exeter Primary School.

#### **Principal (205255).**

Applications Close:—Friday, 20 November 2009.

Salary:—\$107,950 p.a.

Teaching Service (TPS) Award, Band 3, Level 6.

Permanent full-time from 1 January 2010.

Location:—Exeter Primary School.

**Description of the Role:**—To lead and direct the educational programme and administration of a school/ college in accordance with appropriate Acts, Regulations and guidelines.

**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 Liz Banks, Department of Education, phone (03) 6336 2594, email [liz.banks@education.tas.gov.au](mailto:liz.banks@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 (North)*

Flinders Island District High School

#### **Principal (203602).**

Applications Close:—Friday, 20 November 2009.

Salary:—\$81,584 p.a.

Teaching Service (TPS) Award, Band 3, Level 1.

Permanent full-time from 1 January 2010.

Location:—Flinders Island District High School.

**Description of the Role:**—To lead and direct the educational programme and administration of a school/ college in accordance with appropriate Acts, Regulations and guidelines.

**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 Liz Banks, Department of Education, phone (03) 6336 2594, email [liz.banks@education.tas.gov.au](mailto:liz.banks@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 (North-West)*

#### **School Psychologist—2 Vacancies.**

Applications Close:—Friday, 20 November 2009.

Salary:—\$47,067 – \$75,323 p.a.

Teaching Service (TPS) Award, Guidance Officer.

Vacancy No. 300628.

Fixed-term full-time from 8 February 2010 to 17 December 2010.

Location:—West Coast.

Vacancy No. 962240.

Fixed-term full-time from 8 February 2010 to 3 September 2010.

Location:—Latrobe High School.

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

Essential Requirements:—Registration as a Psychologist within Tasmania in accordance with the provisions of the Psychologists Registration Act 1976 or Possession of a degree with a fourth year qualification in Psychology which will enable registration following two years of supervised practice as a School Psychologist.

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. Eligible for membership of the Australian Psychological Society.

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 Heather Rutherford, Department of Education, phone 0407 340 287, email [heather.rutherford@education.tas.gov.au](mailto:heather.rutherford@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 (North-West)*

#### Devonport High School

#### **Laboratory Technician (201180).**

Applications Close:—Friday, 20 November 2009.

Salary:—\$47,437 – \$51,634 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time from 25 January 2010, 73.5 hours per fortnight.

Location:—Devonport High School.

Description of the Role:—Provide technical support to a school or college's science unit and undertake associated administrative duties.

Essential Requirements:—Diploma of Laboratory Technology, or equivalent TAFE or post-secondary qualification appropriate to the nature of the work.

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:—Post secondary studies in the fields of science and/or technology.

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 Suzanne Grave, Department of Education, phone (03) 6424 9461, email [suzanne.grave@education.tas.gov.au](mailto:suzanne.grave@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 (North-West)*

## Miandetta Primary School

**School Administration Clerk (952620).**

Applications Close:—Friday, 20 November 2009.

Salary:—\$41,938 – \$45,740 pro rata.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time from as soon as possible, 66.15 hours per fortnight for 42 weeks per year.

Location:—Miandetta Primary School.

Description of the Role:—As part of the school office team provide a broad range of general administrative support consisting of effective and efficient client services and advice and operation of school based accounting, maintenance and records systems.

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.

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 Sally Ling, Department of Education, phone (03) 6424 4428, email [sally.ling@education.tas.gov.au](mailto:sally.ling@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)*

## Penguin High School

**Teacher, Art/Music (201237).**

Applications Close:—Friday, 20 November 2009.

Salary:—\$47,067 – \$75,323 p.a.

Teaching Service (TPS) Award, Teacher.

Permanent full-time 70 hours per fortnight from 8 February 2010.

Location:—Penguin High School.

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

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

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

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

Desirable Requirements:—Ability to teach Art and Music. 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 Trudy Pearce, Department of Education, phone (03) 6437 2102, email [trudy.pearce@education.tas.gov.au](mailto:trudy.pearce@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 (North-West)*

## Ulverstone Primary School

**School Administration Clerk (963854).**

Applications Close:—Friday, 20 November 2009.

Salary:—\$41,938 – \$45,740 pro rata.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time from as soon as possible, 20.5 hours per fortnight for 42 weeks per year.

Location:—Ulverstone Primary School.

Description of the Role:—As part of the school office team provide a broad range of general administrative support consisting of effective and efficient client services and advice and operation of school based accounting, maintenance and records systems.

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.

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 Russell Horton, Department of Education, phone (03) 6425 1726, email [russell.horton@education.tas.gov.au](mailto:russell.horton@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 (South-East)*

#### **School Psychologist.**

Applications Close:—Friday, 20 November 2009.

Salary:—\$47,067 – \$75,323 pro rata.

Teaching Service (TPS) Award, Guidance Officer.

Vacancy No. 953253.

Permanent part-time from as soon as possible, 42 hours per fortnight.

Location:—Learning Services South-East.

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

Essential Requirements:—Registration as a Psychologist within Tasmania in accordance with the provisions of the Psychologists Registration Act 1976 or Possession of a degree with a fourth year qualification in Psychology which will enable registration following two years of supervised practice as a School Psychologist.

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. Eligible for membership of the Australian Psychological Society.

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 Diana Williams, Department of Education, phone 0458 389 406, email [diana.williams@education.tas.gov.au](mailto:diana.williams@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

### BUSINESS SERVICES NETWORK

#### *Asset Management Services*

#### Major Projects Facilities Management

#### **Project Manager Capital Works (514403).**

Applications Close:—Friday, 20 November 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:—Hobart.

Duties:—As a senior member of Asset Management Services develop and deliver Capital Works projects which meet client needs and provide whole of Agency value. Maintain strategic links with divisional clients and contribute to the continued development of a strategic approach to asset planning across the Department of Health and Human Services (DHHS) portfolio.

Desirable Requirements:—A well demonstrated ability to develop and manage complex capital works projects effectively, requiring a high, Level of problem solving ability. Tertiary qualifications in a discipline related to the construction industry will be highly regarded. High, Level strategic, conceptual, analytical and creative skills including the ability to understand the political, social and organisational environment and identify relevant issues. High, Level interpersonal, communication, negotiation and conflict resolution skills and an ability to represent the Agency and identify and negotiate mutually acceptable solutions in situations of differing interests.

Enquiries to Peter Alexander, Department of Health and Human Services, phone (03) 62336012, email [peter.alexander@dhhs.tas.gov.au](mailto:peter.alexander@dhhs.tas.gov.au)

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

### HUMAN SERVICES

#### **Finance Support Officer (500037).**

Applications Close:—Friday, 20 November 2009.

Salary:—\$46,801 – \$50,944 p.a.

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

Fixed-term full-time day work commencing as soon as possible until 25 June 2010.

Location:—Housing Tasmania, Hobart.

Duties:—The Finance Support Officer will be required to undertake a range of financial and clerical duties including maintaining financial records, undertaking reconciliation processes, account processing, preparing and inputting journals, assisting in the development of budgetary and financial systems and controls and liaising with clients and staff from Housing Tasmania and other Divisions on financial and budgetary issues.

Desirable Requirements:—Experience in an accounting and financial environment. An understanding of internal control and reconciliation processes. Well developed ability to communicate and negotiate effectively. Ability individually or as a member of a team to plan, organise, set priorities and work effectively in an environment subject to work pressures and change.

Enquiries to Helen Raabus, Department of Health and Human Services, phone (03) 6233 4800, email helen.raabus@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

### NORTH WEST AREA HEALTH SERVICE

#### *Mersey Community Hospital*

#### **Clinical Nurse (Midwife) (514588).**

Applications Close:—Friday, 20 November 2009.

Salary:—\$62,802 – \$67,183 pro rata.

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

Permanent part-time shift work (fully rotational), working 74 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Women's and Children's Services.

Duties:—To provide advanced clinical care that is in accordance with requirements and meets the psychological, physical and spiritual needs of patients. Collaborates with other members of the health care team to ensure the delivery and evaluation of nursing and midwifery care.

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

Enquiries to Bronwyn Dudfield, Department of Health and Human Services, phone (03) 64265238, email bronwyn.dudfield@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

### NORTH WEST AREA HEALTH SERVICE

#### *Mersey Community Hospital*

#### **General Manager NWAHS (Mersey) (519139).**

Applications Close:—Friday, 20 November 2009.

Salary:—\$101,638 – \$111,802 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 9.

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

Location:—Mersey Community Hospital.

Duties:—The General Manager will contribute as part of the Executive Team to the integration of the NWAHS by working to ensure where appropriate, service linkages are developed across the North West that improves access for the population. The General Manager will drive the connectiveness of patient pathways for the new Area Health Service. The General Manager will be expected to develop and maintain excellent working relationships with the Clinical Directors; Director of Nursing; Director of Medical Services, Managers of Quality and Safety, ADON's and Allied Health Professionals. There are three General Manager positions within the North West Area Health Service (NWAHS). Each role will be responsible for the management of a hospital site (Mersey or Burnie) or the Primary Health Service. In addition the General Manager will be responsible for either Elective (planned) Surgery Service or Acute (unplanned) Services or Chronic and Complex Conditions.

Desirable Requirements:—Extensive experience as a senior operational manager in a health organization and knowledge of the Australian health system. An appropriate professional and/or tertiary qualification such as commerce, management, health services or equivalent experience. Proven high, Level ability to manage financial, human and physical resources and complex strategic operational issues and to monitor efficiency within a highly complex multidisciplinary environment.

Enquiries to Melissa Richards, Department of Health and Human Services, phone (03) 64265202, email melissa.richards@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

### NORTH WEST AREA HEALTH SERVICE

#### *Mersey Community Hospital*

#### **Ward Clerk (514494).**

Applications Close:—Friday, 20 November 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, working 38 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Patient Information Management Services, Mersey Community Hospital.

Duties:—Provide and maintain a high standard of customer focused clerical, administrative and reception services to inpatient units at the Mersey Community Hospital. Maintain confidentiality and work according to all Hospital policies, procedure.

Desirable Requirements:—Well developed oral and written communication and interpersonal skills with a demonstrated ability to interact with public and staff at all, Levels. Sound word processing skills and the ability to develop and maintain spreadsheets and databases. Knowledge of, and experience in, the use of mainframe information systems, preferably with exposure to a patient information system, or a demonstrated ability to acquire.

Enquiries to Emily Price, Department of Health and Human Services, phone (03) 6426 5656, email emily.price@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

### NORTH WEST AREA HEALTH SERVICE

#### *North West Regional Hospital*

#### **Clinic Receptionist (512212).**

Applications Close:—Friday, 20 November 2009.

Salary:—\$41,427 – \$45,142 p.a.

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

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

Location:—North West Regional Hospital, Burnie.

Duties:—Provide and maintain a high standard of customer focused reception and administrative services to clients, staff and consultants within the outpatient clinic areas of the North West Area Health Service. Maintain confidentiality and work according to all Agency and Hospital policies, procedures and guidelines.

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

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

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## HEALTH AND HUMAN SERVICES

### NORTH WEST AREA HEALTH SERVICE

#### *North West Regional Hospital*

#### **General Manager NWAHS (Burnie) (519138).**

Applications Close:—Friday, 20 November 2009.

Salary:—\$101,638 – \$111,802 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 9.

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

Location:—North West Regional Hospital, Burnie.

Duties:—The General Manager will contribute as part of the Executive Team to the integration of the NWAHS by working to ensure where appropriate, service linkages are developed across the North West that improves access for the population. The General Manager will drive the connectiveness of patient pathways for the new Area Health Service. The General Manager will be expected to develop and maintain excellent working relationships with the Clinical Directors; Director of Nursing; Director of Medical Services, Managers of Quality and Safety, ADON?s and Allied Health Professionals. There are three General Manager positions within the North West Area

Health Service (NWAHS). Each role will be responsible for the management of a hospital site (Mersey or Burnie) or the Primary Health Service. In addition the General Manager will be responsible for either Elective (planned) Surgery Service or Acute (unplanned) Services or Chronic and Complex Conditions.

Desirable Requirements:—Extensive experience as a senior operational manager in a health organization and knowledge of the Australian health system. An appropriate professional and/or tertiary qualification such as commerce, management, health services or equivalent experience. Proven high, Level ability to manage financial, human and physical resources and complex strategic operational issues and to monitor efficiency within a highly complex multidisciplinary environment.

Enquiries to Melissa Richards, Department of Health and Human Services, phone (03) 64265202, email melissa.richards@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

### NORTH WEST AREA HEALTH SERVICE

#### *North West Regional Hospital*

#### **Occupational Therapist (502039).**

Applications Close:—Friday, 27 November 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:—North West Regional Hospital, Burnie.

Duties:—To assess, plan and carry out treatment programmes, in accordance with organisational policies and professional code of conduct, for clients referred to occupational therapy services. Rotation across clinical work areas in the region will be required including medical/surgical inpatients, orthopaedic inpatients, outpatients, community clients, and paediatrics. Assist senior occupational therapists in ensuring best practice standards for occupational therapy services provided by the North West Regional Hospital, including actively promoting the role of occupational therapy within both an acute hospital and community setting, and participate in education of service users.

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 Brad Birleson, Department of Health and Human Services, phone (03) 6430 6600, email brad.birleson@dhhs.tas.gov.au

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#### HEALTH AND HUMAN SERVICES

##### NORTH WEST AREA HEALTH SERVICE

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

#### **General Manager NWAHS (Primary) (519140).**

Applications Close:—Friday, 20 November 2009.

Salary:—\$101,638 – \$111,802 p.a.

Health and Human Services (Tasmanian State Service) Award, General Stream, Band 9.

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

Location:—Parkside, Burnie.

Duties:—The General Manager will contribute as part of the Executive Team to the integration of the NWAHS by working to ensure where appropriate, service linkages are developed across the North West that improves access for the population. The General Manager will drive the connectiveness of patient pathways for the new Area Health Service. The General Manager will be expected to develop and maintain excellent working relationships with the Clinical Directors; Director of Nursing; Director of Medical Services, Managers of Quality and Safety, ADON?s and Allied Health Professionals. There are three General Manager positions within the North West Area Health Service (NWAHS). Each role will be responsible for the management of a hospital site (Mersey or Burnie) or the Primary Health Service. In addition the General Manager will be responsible for either Elective (planned) Surgery Service or Acute (unplanned) Services or Chronic and Complex Conditions.

Desirable Requirements:—Extensive experience as a senior operational manager in a health organization and knowledge of the Australian health system. An appropriate professional and/or tertiary qualification such as commerce, management, health services or equivalent experience. Proven high, Level ability to manage financial, human and physical resources and complex strategic operational issues and to monitor efficiency within a highly complex multidisciplinary environment.

Enquiries to Melissa Richards, Department of Health and Human Services, phone (03) 64265202, email [melissa.richards@dhhs.tas.gov.au](mailto:melissa.richards@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

##### NORTHERN AREA HEALTH SERVICE

###### *Launceston General Hospital*

#### **Clinical Nurse, Operating Room (517792).**

Applications Close:—Friday, 20 November 2009.

Salary:—\$62,802 – \$67,183 pro rata.

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

Permanent part-time day work, working 56 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Surgery.

Must have a high, Level of proficiency in the recovery of post anaesthesia patients with a minimum of two years of Operating Room experience.

The successful applicant will actively participate in the orientation of staff, preceptorship training and performance development programmes utilising specialised knowledge and expertise, and be required to assist with management of the portfolio of the Recovery Room.

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

Enquiries to Ross Mace, Department of Health and Human Services, phone (03) 63487626, email [rmace@dhhs.tas.gov.au](mailto:rmace@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

##### NORTHERN AREA HEALTH SERVICE

###### *Launceston General Hospital*

#### **Dietitian—2 Vacancies.**

Applications Close:—Friday, 20 November 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. 503512.

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

Location:—Nutrition.

Vacancy No. 518625.

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

Location:—Nutrition.

Duties:—Provide optimal nutritional care and education for inpatients, outpatients, community groups or individuals associated with the Launceston General Hospital. Act as a nutrition resource for staff and the Northern Tasmanian community.

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

Enquiries to Mrs Tracey Denmen, Department of Health and Human Services, phone (03) 63487493, email [tracey.denmen@dhhs.tas.gov.au](mailto:tracey.denmen@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.

Northern Area Health Service.

Launceston General Hospital.

Registered Nurse (Midwife) (514579).

Applications Close:—Friday, 20 November 2009.

Salary:—\$47,472 – \$62,348 pro rata.

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

Permanent part-time day work, working 34 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Women's and Children's Services.

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

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

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 Bronwyn Dudfield, Department of Health and Human Services, phone (03) 64265238, email [bronwyn.dudfield@dhhs.tas.gov.au](mailto:bronwyn.dudfield@dhhs.tas.gov.au)

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Launceston General Hospital*

#### **Staff Specialist (Anatomical Pathology) (514395).**

Applications Close:—Friday, 20 November 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 day work. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Pathology.

Duties:—To provide Pathology services of the highest possible standard to patients.

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.

Enquiries to Terry Brain, Director Pathology, Launceston General Hospital, Department of Health and Human Services, phone (03) 63487685, email [terry.brain@dhhs.tas.gov.au](mailto:terry.brain@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

### NORTHERN AREA HEALTH SERVICE

#### *Primary Health Services North*

#### **Registered Nurse (507638).**

Applications Close:—Friday, 20 November 2009.

Salary:—\$47,472 – \$62,348 pro rata.

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

Fixed-term part-time shift work (fully rotational), working 64 hours per fortnight, commencing 15 November 2009 to 19 March 2011.

Location:—North East Soldiers Memorial Hospital, Scottsdale.

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 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)

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

### NORTHERN AREA HEALTH SERVICE

#### *Primary Health Services North*

#### **Registered Nurse (507550).**

Applications Close:—Friday, 20 November 2009.

Salary:—\$47,472 – \$62,348 pro rata.

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

Fixed-term part-time shift work (fully rotational), working 64 hours per fortnight, commencing 22 November 2009 to 22 May 2010.

Location:—North East Soldiers Memorial Hospital, Scottsdale.

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 Sue Bucher, Department of Health and Human Services, phone (03) 6352 5523, email sue.bucher@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

##### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### **Administrative Assistant (509084).**

Applications Close:—Friday, 20 November 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:—South.

Duties:—Provide a high, Level of administrative, clerical and secretarial support to assist in the efficient and effective operation of WP Holman Clinic at the Royal Hobart Hospital.

Enquiries to Tamera Cornish, Department of Health and Human Services, phone (03) 6222 8000, email tammy.cornish@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

##### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### **Clinical Services Support Officer, Acute Operations (509746).**

Applications Close:—Friday, 27 November 2009.

Salary:—\$46,801 – \$50,944 p.a.

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

Fixed-term full-time day work, commencing as soon as possible until 28 May 2010.

Location:—South.

Duties:—Provide high-level business, secretarial and

administrative support to the Executive Director Acute Operations including the management of clinical/financial/administrative information.

Manage the day to day running of the Acute Operations office and ensure the efficient flow of information and correspondence relating to the activities of the Clinical Service.

Enquiries to Julie Viecei, Executive Director Acute Operations, Department of Health and Human Services, phone (03) 6222 6803, email [executivedirector.acuteoperations@dhhs.tas.gov.au](mailto:executivedirector.acuteoperations@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

##### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### **Nursing and Services Director WACS, Acute Operations (509743).**

Applications Close:—Friday, 27 November 2009.

Salary:—\$116,455 p.a.

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

Permanent full-time day work (with oncall).

Location:—South.

Duties:—Nursing and Services Director provides effective leadership and management in order to achieve the defined objectives of the clinical services within Women's and Children's Services. Provides the Executive Director with high quality and authoritative advice and support.

As a member of the Acute Operations Executive Committee provide a high, Level of strategic leadership and direction, ensuring resources are efficiently utilized, services are effectively integrated within the Hospital and community, and the highest standards of service delivery are achieved in accordance with Hospital policy directions, service standards and financial performance targets.

Develop integrated models of care across sectors, agencies and divisions to optimise clinical outcomes.

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

Enquiries to Julie Viecei, Executive Director Acute Operations, Department of Health and Human Services, phone (03) 6222 6803, email [executivedirector.acuteoperations@dhhs.tas.gov.au](mailto:executivedirector.acuteoperations@dhhs.tas.gov.au)

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#### HEALTH AND HUMAN SERVICES

##### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### *Primary Health Services South*

#### **Clinical Nurse Consultant (505919).**

Applications Close:—Friday, 20 November 2009.

Salary:—\$72,136 – \$77,219 p.a.

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

Permanent full-time day work (with oncall).

Location:—Repatriation Centre, Hobart.

Duties:—In accordance with Agency policy and legal requirements, the Palliative Care Clinical Nurse Consultant assesses and responds to the palliative care needs and issues as expressed or indicated by patients, their families and carers, and other care providers including nursing, medical and allied health workers in Tasmania. The nursing practice will reflect a specialist interdisciplinary team approach. The Palliative Care Clinical Nurse Consultant acts as a consultant to external service providers as appropriate.

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 Ann Allanby, Department of Health and Human Services, phone (03) 6220 2431, mobile 0438792029, email [ann.allanby@dhhs.tas.gov.au](mailto:ann.allanby@dhhs.tas.gov.au)

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## HEALTH AND HUMAN SERVICES

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### *Primary Health Services South*

#### **Senior Physiotherapist/Rehabilitation (504188).**

Applications Close:—Friday, 20 November 2009.

Salary:—\$69,974 – \$80,262 pro rata.

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

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

Location:—Repatriation Centre, Hobart.

Duties:—The Senior Physiotherapist will work as an effective member of the multidisciplinary rehabilitation team in the assessment, planning and delivery of physiotherapy services for clients and their carers referred to the Community Rehabilitation Unit, Southern Tasmania (CRU). You will assist the, Level 4 Physiotherapist in providing clinical leadership, professional support and ensuring best practice standards for physiotherapy services provided by CRU, in accordance with organisational policies and professional codes of conduct.

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

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

check. Disciplinary action in previous employment check.

Enquiries to Clare Short, Department of Health and Human Services, phone (03) 6222 7626, email [clare.short@dhhs.tas.gov.au](mailto:clare.short@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

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### *Royal Hobart Hospital*

#### **Biomedical Electronics Technician—3 Vacancies.**

Applications Close:—Friday, 20 November 2009.

Salary:—\$63,041 – \$65,916 p.a.

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

Vacancy No. 519123.

Permanent full-time day work (with oncall).

Location:—South.

Vacancy No. 519122.

Permanent full-time day work (with oncall).

Location:—South.

Vacancy No. 519121.

Permanent full-time day work (with oncall).

Location:—South.

Duties:—To provide a Biomedical and Clinical Engineering service to the Royal Hobart Hospital and all regional health centres/hospitals in the Southern Tasmania Area Health Region, providing complex technical support and advice in relation to a range of medical instrumentation, equipment and patient treatment facilities.

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

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

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

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## HEALTH AND HUMAN SERVICES

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### *Royal Hobart Hospital*

#### **Clinical Nurse (Skills Facilitator) (516456).**

Applications Close:—Friday, 20 November 2009.

Salary:—\$62,802 – \$67,183 pro rata.

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

Permanent part-time day work (with oncall), working 66 hours per fortnight.

Location:—Royal Hobart Hospital.

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

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

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

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

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### *Royal Hobart Hospital*

#### **Learning and Development Consultant (519061).**

Applications Close:—Friday, 20 November 2009.

Salary:—\$66,862 – \$79,193 p.a.

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

Fixed-term full-time day work, commencing as soon as possible for a period of 6 months.

Location:—South.

Duties:—Accountable to the HR Manager for the provision of high, Level specialist advice and providing services for the non-clinical learning and development needs for the Southern Tasmania Area Health Service.

The position encompasses responsibility for strategic and operational outcomes with the occupant having the ability to develop and implement a Strategic Training and Development Framework that will align with the Human Resource Development learning and development programmes for the Agency.

Enquiries to Trish Spence, Department of Health and Human Services, phone (03) 6222 7106, email [trish.spence@dhhs.tas.gov.au](mailto:trish.spence@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

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### *Royal Hobart Hospital*

#### **Registrar, ICU (515655).**

Applications Close:—Friday, 27 November 2009.

Salary:—To be negotiated.

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

Fixed-term full-time shift work, commencing January 2010

and July 2010.

Location:—South.

Duties:—We are currently recruiting enthusiastic trainees (all, Levels) in Intensive Care Medicine to start in January 2010 and July 2010. The Royal Hobart Hospital is the major teaching hospital of the University of Tasmania and the tertiary referral centre for all medical and surgical sub-specialities in the State of Tasmania. The Department of Critical Care Medicine runs a 17 bed mixed medical/surgical Adult ICU and with over 1,100 admissions per annum, offers exposure to a comprehensive range of clinical conditions and organ support technologies (except solid-organ transplantation). Active research and teaching programmes exist within the department with plenty of opportunities for trainee participation. We are fully accredited as a training facility by the Joint Faculty of Intensive Care Medicine of the Australian and New Zealand College of Anaesthetists and the Royal Australasian College of Physicians, and our trainees have an excellent record in the Final Fellowship examinations. A separate Paediatric and Neonatal ICU exists on campus and rotations through this facility may be negotiated. Hobart itself offers a temperate climate, excellent restaurants, an active social life, the full range of services expected of a State Capital, and proximity to breathtaking World Heritage wilderness areas for those inclined towards outdoor pursuits.

The Department of Critical Care Medicine is currently undergoing a significant redevelopment and expansion, planned to occur over the next 2 years. If you want to join our expanding service please contact Dr Andrew Turner, Director, Department of Critical Care Medicine, Royal Hobart Hospital, G.P.O. Box 1061L, Hobart, Tasmania 7001, Australia.

Telephone +61 (0)3 6222 8300.

E-mail: [andrew.turner@dhhs.tas.gov.au](mailto:andrew.turner@dhhs.tas.gov.au)

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

Enquiries to Dr Andrew Turner, Department of Health and Human Services, phone +61 (0)3 6222 8300, email [andrew.turner@dhhs.tas.gov.au](mailto:andrew.turner@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 AND MENTAL HEALTH SERVICES

#### *Health and Wellbeing Services*

#### **Oral Health Services.**

Dental Assistant (516642).

Applications Close:—Friday, 20 November 2009.

Salary:—\$41,427 – \$45,142 p.a.

Health and Human Services (Tasmanian State Service) Award, Health Services Officer, Level 5.

Permanent full-time day work.

Location:—Oral Health Services South.

Duties:—The role of the Dental Assistant is to assist the Dental Clinician by providing a range of support including clinical chairside assistance, administrative and clerical activities, sterilisation and infection control practices. You will be required to take a lead role in training, assisting and orientating less experienced staff.

Desirable Requirements:—Expertise in, and significant knowledge of, Dental Assistant's clinical procedures, including current infection control practices, with a knowledge of current NHMRC Infection Control guidelines, OHS guidelines and appropriate legislation. Ability to communicate effectively and work efficiently with members of the dental professions, clients and members of the public. Knowledge of Oral Health Service procedures, techniques and policies or the ability to quickly acquire such. Acceptable experience in Cardio Pulmonary Resuscitation and emergency first aid techniques.

Enquiries to Anita Lindsay, Department of Health and Human Services, phone (03) 6214 5472, email [anita.lindsay@dhhs.tas.gov.au](mailto:anita.lindsay@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 AND MENTAL HEALTH SERVICES

###### *Mental Health Services North*

#### **Community Mental Health Nurse (504939).**

Applications Close:—Friday, 27 November 2009.

Salary:—\$56,230 – \$67,183 p.a.

Nurses (TPS) Award, Community FCH Nurse.

Permanent full-time day work.

Location:—John L Grove Centre, Launceston.

Duties:—As part of a multi-disciplinary team the Community Mental Health Nurse will deliver 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. You will provide a specialist mental health service within the community setting for a designated client group, utilising evidence based practices and recovery principles. You will work within a multi-disciplinary team to deliver assertive case management which includes triage, crisis, intake and assessment and the development and implementation of individual service plans for clients. You will be required to support and work in collaboration with primary health care professionals within an identified region to provide care to clients in the community setting.

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

A current drivers licence.

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

Enquiries to Jennifer Mayne, Department of Health and Human Services, phone (03) 6336 4156, mobile 0417 316 525, email [jennifer.mayne@dhhs.tas.gov.au](mailto:jennifer.mayne@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 AND MENTAL HEALTH SERVICES

###### *Mental Health Services North*

#### **Registered Nurse (504856).**

Applications Close:—Friday, 20 November 2009.

Salary:—\$47,472 – \$62,348 p.a.

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

Permanent full-time shift work (fully rotational).

Location:—Launceston General Hospital.

Duties:—As part of a multi-disciplinary team delivering high quality mental health services the Registered Nurse will utilise a problem solving approach and establish nursing procedures in the delivery and evaluation of direct care to a designated number of clients. You will be expected to interact effectively with consumers, families and significant others in the planning and implementation of care in collaboration with other members of the health team to ensure consumer focused outcomes. You will be actively involved in maintaining and continually improving the quality of client care provided by the service.

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

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

Enquiries to Jan Dorman, Department of Health and Human Services, phone (03) 6348 7765, email [jan.dorman@dhhs.tas.gov.au](mailto: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 AND MENTAL HEALTH SERVICES  
*Mental Health Services North*

**Staff Specialist, Psychiatrist (506164).**

Applications Close:—Friday, 20 November 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 day work (with oncall).

Location:—Launceston General Hospital.

Duties:—As part of a multidisciplinary mental health service the Psychiatrist will deliver high quality mental health care. You will be required to provide a comprehensive adult community and inpatient psychiatric service in the Northern Region of Tasmania. You will act as a consultant to mental health professionals and health service providers including general practitioners and other agencies with regard to the assessment and management of individuals with mental health disorders. You will also undertake supervisory responsibilities with Psychiatric Registrars and other medical staff as required.

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

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction 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 Dr Manilall Maharajh, Department of Health and Human Services, phone (03) 6348 7188, email manilall.maharajh@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 AND MENTAL HEALTH SERVICES  
*Mental Health Services South*

**Team Leader (515557m).**

Applications Close:—Friday, 20 November 2009.

Salary:—\$83,606 p.a.

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

Permanent full-time day work.

Location:—South.

PLEASE NOTE: This vacancy is also advertised as a Team Leader (515557), Allied Health Professional Manager, Level 5. There is only one vacancy and one vacancy will be filled, based on merit.

Duties:—As part of a multidisciplinary team, the Team Leader will provide leadership and direction in ensuring the provision of a high quality and comprehensive specialist child and adolescent mental health service. You will be required to develop and maintain appropriate and effective relationships with internal and external stakeholders, consumer and carer groups and non government agencies to promote fully integrated, recovery focused mental health services.

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

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

Enquiries to Chris Fox, Department of Health and Human Services, phone (03) 6230 7549, email [chris.fox@dhhs.tas.gov.au](mailto:chris.fox@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 AND MENTAL HEALTH SERVICES  
*Mental Health Services South*

**Team Leader (515557).**

Applications Close:—Friday, 20 November 2009.

Salary:—\$98,116 p.a.

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

Permanent full-time day work.

Location:—South.

PLEASE NOTE: This vacancy is also advertised as a Team Leader (515557m), Registered Nurse, Level 4. There is only one vacancy and one vacancy will be filled, based on merit.

Duties:—As part of a multidisciplinary team, the Team Leader will provide leadership and direction in ensuring the provision of a high quality and comprehensive specialist child and adolescent mental health service. You will be required to develop and maintain appropriate and effective relationships with internal and external stakeholders, consumer and carer groups and non government agencies to promote fully integrated, recovery focused mental health services.

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

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

Enquiries to Chris Fox, Department of Health and Human Services, phone (03) 6230 7549, email [chris.fox@dhhs.tas.gov.au](mailto:chris.fox@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

### CORPORATE SERVICES

#### *Strategic Systems*

#### **Business Systems Analyst (356181).**

Applications Close:—Friday, 20 November 2009.

Salary:—\$52,276 – \$61,582 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time 73.5 hours per fortnight for a period of 12 months or project completion.

Location:—Hobart.

Duties:—Analyse and resolve complex systems management issues and problems as they arise, including the correction of data and configuration of reference data as required. Assist in the development of systems management procedures and associated documentation. Assist in managing changes to corporate information systems, including changes to application software, system configurations and external interfaces.

Desirable Requirements:—Relevant tertiary qualifications.

Enquiries to Jonathon Rees, Director, Strategic Systems, Department of Justice, phone (03) 6233 3971, email [jonathon.rees@justice.tas.gov.au](mailto:jonathon.rees@justice.tas.gov.au)

Applications to Daphne Webb, Recruitment and Establishment, Human Resources, Department of Justice, G.P.O. Box 825 Hobart 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 Daphne Webb on (03) 6233 6809.

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

### CORPORATE SERVICES

#### *Strategic Systems*

#### **Senior Business Systems Analyst (356182).**

Applications Close:—Friday, 20 November 2009.

Salary:—\$67,660 – \$79,920 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time 73.5 hours per fortnight for a period of 12 months or project completion.

Location:—Hobart.

Duties:—In consultation with stakeholders clarify the business need and likely solution for the proposed project; define and analyse the business problem identified by the business area; identify, analyse and define the benefits of the potential project including the identification of associated key performance indicators; identify and analyse the possible solutions for the business problem and define the preferred solution.

Desirable Requirements:—Relevant tertiary qualifications.

Enquiries to Jonathon Rees, Director, Strategic Systems Branch, Department of Justice, phone (03) 6233 3971, email [jonathon.rees@justice.tas.gov.au](mailto:jonathon.rees@justice.tas.gov.au)

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

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## JUSTICE

### CROWN LAW

#### *Crown Solicitor*

#### **Legal Secretary, Conveyancing and Commercial (350034).**

Applications Close:—Friday, 20 November 2009.

Salary:—\$41,938 – \$45,740 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time working 73.50 hours per fortnight.

Location:—Hobart.

Duties:—Undertake a wide range of clerical and administrative duties including the preparation and compilation of a wide range of commercial and conveyancing documents; word processing and preparation of correspondence; data entry; personal and telephone reception duties in an environment requiring a high degree of confidentiality.

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

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

Applications to Daphne Webb, HR Officer, Department of Justice, G.P.O. Box 805 Hobart, Tasmania 7001, phone (03) 6233 6809, fax (03) 6233 3254, email applications@justice.tas.gov.au

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

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

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

## JUSTICE

### OFFICE OF THE ANTI-DISCRIMINATION COMMISSIONER

#### **Investigation and Conciliation Officer (355279).**

Applications Close:—Friday, 20 November 2009.

Salary:—\$65,808 – \$80,010 p.a.

Legal Practitioners Award, Level 2.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart.

Duties:—Contribute to the operations of the Office of the Anti-Discrimination Commissioner by investigating complaints of discrimination and prohibited conduct in accordance with the provisions of the Act including conduct and carriage of complex complaints. Conduct conciliation conferences to assist in the resolution of complaints.

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

Desirable Requirements:—A legal practitioner with more than two years relevant post admissions experience.

Enquiries to Catherine Edwards, Complaints Manager, Office of the Anti-Discrimination Commissioner, Department of Justice, phone (03) 6233 4841, email catherine.edwards@justice.tas.gov.au

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Katrina Aird on (03) 6216 4431.

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

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

## JUSTICE

### SUPREME COURT

#### *Launceston*

#### **Transcription Typist (350139).**

Applications Close:—Friday, 20 November 2009.

Salary:—\$32,500 – \$40,482 pro rata.

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term casual commencing as soon as possible until 30 May 2010.

Location:—Launceston.

Duties:—Produce accurate and timely transcription services including transcribing records of criminal and civil court proceedings. Maintain accurate records in relation to transcript production and time allocation.

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:—Typing speed of 80 wpm.

Enquiries to Kath Kinsella, Co-ordinator Transcribing Services, Supreme Court, Department of Justice, phone (03) 6233 6048, email kath.kinsella@justice.tas.gov.au

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Kath Kinsella on (03) 6233 6048.

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

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

## JUSTICE

### TASMANIA PRISON SERVICE

#### *Integrated Offender Management*

#### **Facilitator Intervention Programmes (355418a).**

Applications Close:—Friday, 20 November 2009.

Salary:—\$47,437 – \$63,838 p.a.

Tasmanian State Service Award, Professional Stream, Band 1.

Fixed-term full-time working 73.50 hours per fortnight commencing 14 December 2009 until 14 December 2010.

Location:—Risdon Prison.

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

**Essential Requirements:**—A graduate qualification relevant to the professional duties to be undertaken is required, as provided by a recognised university.

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

**Additional Information:**—Shortlisted applicants may be required to undergo a psychological assessment prior to the interview being conducted. At the interview stage, the panel may discuss and clarify with the applicant any issues raised from the psychological assessment.

Enquiries to Sarah Peart, Senior Facilitator, Integrated Offender Management Unit, Department of Justice, phone (03) 6216 8099, email Sarah.Peart@justice.tas.gov.au

Applications to Daphne Webb, HR Officer, Department of Justice, phone (03) 6233 6809, fax (03) 6233 3254, email applications@justice.tas.gov.au

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Vanessa Cobern on (03) 6216 8226.

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

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

JUSTICE

TASMANIA PRISON SERVICE

*Integrated Offender Management*

**Psychologist (355558).**

Applications Close:—Friday, 20 November 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 73.5 hours per fortnight.

Location:—Risdon Prison.

**Duties:**—Provide psychological assessment, treatment or interventions for offenders identified as having complex or special needs within the Prison. Develop, foster, co-ordinate and monitor the involvement of other staff and agencies in the provision of interventions for these inmates. Identify and assist in training requirements for Corrections staff in relation

to management and interventions required for inmates with special needs.

**Essential Requirements:**—Eligible for registration to practice as a psychologist 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: Arson and fire setting; Violent crimes and crimes against the person; Sex-related offences; Drug and alcohol related offences; Crimes involving dishonesty; Crimes involving deception; Making false declarations; Malicious damage and destruction to property; Serious traffic offences; Crimes against public order or relating to the Administration of Law and Justice; Crimes against Executive or Legislative Power; Crimes involving Conspiracy. Disciplinary action in previous employment check. Identification check.

**Desirable Requirements:**—Post graduate qualifications or experience in clinical psychology.

**Additional Information:**—Shortlisted applicants will be required to undergo a psychological assessment prior to the interview being conducted. More information on the assessment process is available by contacting Daphne Webb, Human Resources on (03) 6233 6809.

Enquiries to Dr Kay Cuellar, Senior Psychologist, Tasmania Prison Service, Department of Justice, phone (03) 6216 8304, email kay.cuellar@justice.tas.gov.au

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Jill MacArthur on (03) 6216 8310.

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

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

JUSTICE

TASMANIA PRISON SERVICE

*Integrated Offender Management*

**Senior Programmes Facilitator (350464).**

Applications Close:—Friday, 20 November 2009.

Salary:—\$77,210 – \$86,548 p.a.

Tasmanian State Service Award, Professional Stream, Band 3.

Permanent full-time working 73.50 hours per fortnight.

Location:—Risdon Prison.

**Duties:**—Manage and audit the governance process for criminogenic programmes offered by the Tasmania Prison Service. Accountable for the management and development of staff who deliver programmes to inmates. Undertake research into contemporary criminogenic training programmes, programme delivery options and related emerging trends and strategies.

Essential Requirements:—A graduate qualification relevant to the professional duties to be undertaken is required, as provided by a recognised university.

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

Desirable Requirements:—A degree or post graduate qualification in Health Science, Social Science, Psychology, Social Welfare or Social Work. Significant post graduate work experience in a relevant field.

Additional Information:—Shortlisted applicants may be required to undergo a psychological assessment prior to the interview being conducted. At the interview stage, the panel may discuss and clarify with the applicant any issues raised from the psychological assessment.

Enquiries to Kay Cuellar, Acting Manager, Integrated Offender Management, Department of Justice, phone (03) 6216 8010, email Kay.Cuellar@justice.tas.gov.au

Applications to Daphne Webb, HR 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

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

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

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

#### PREMIER AND CABINET

##### COMMUNITY DEVELOPMENT DIVISION

##### *Office of Children and Youth Affairs*

#### ***Policy Analyst (001341).***

Applications Close:—Friday, 20 November 2009.

Salary:—\$63,838 – \$66,761 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Fixed-term full-time (12 months).

Location:—Hobart.

Duties:—Assist in the co-ordination of policies and programmes and information for children and young people across government, service providers and the community. Assist in the establishment, management and maintenance of youth and children related networks across government, services providers and within the community.

Desirable Requirements:—A tertiary qualification in a relevant discipline or research experience to similar, Level.

Enquiries to Rebecca Smith, Manager, Office of Children and Youth Affairs, Department of Premier and Cabinet, phone (03) 6232 7051, email Rebecca.Smith@dpac.tas.gov.au

Applications to Mel Ludwig, Executive Assistant, Department of Premier and Cabinet, G.P.O. Box 123, Hobart 7001, phone (03) 6270 5482, fax (03) 6233 2769, email job.application@dpac.tas.gov.au

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

##### PARKS AND WILDLIFE SERVICE

#### ***Parks and Reserves Manager, Northwest Region (705802).***

Applications Close:—Friday, 20 November 2009.

Salary:—\$67,660 – \$79,920 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Ulverstone.

Duties:—Manage the PWS Northwest Region to deliver high quality visitor experiences, best practice approaches to the promotion, protection and conservation of the States natural and cultural heritage with operational excellence in all facets of community, stakeholder, people, resources and infrastructure management.

Desirable Requirements:—A Diploma of Environmental and Cultural Resources (Park Management) or relevant tertiary qualification, a current motor vehicle drivers licence and relevant experience in the management of small businesses.

Enquiries to Geoff Coles, Regional Operations Manager, for a copy of the Statement of Duties or for more information about the vacancy, phone (03) 6429 8721, email Geoff.Coles@parks.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 44, Hobart 7001, phone (03) 6233 3903, fax (03) 6233 3682, email applications@dpipwe.tas.gov.au

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

##### WATER AND MARINE RESOURCES

##### *Water Management*

#### ***Water Ranger (3 vacancies) (20498- Devonport, 20499- Wynyard, 700097- Smithton).***

Applications Close:—Friday, 20 November 2009.

Salary:—\$41,938 – \$45,740 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term part-time (20498- from as soon as possible to 2/9/2011 and 20499- from as soon as possible to 27/4/2010, or until the return of the substantive occupant, whichever is the sooner), Permanent part-time (700097) please see 'Working Hours'.

Location:—If applying for more than one vacancy, please indicate preference in order of location.

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:**—Assist the Regional Water Management Officer with monitoring and ensuring compliance with the regulatory requirements for water allocation and management in a designated area. Check water usage by landholders against licence allocation and maintain records, check and record stream, Levels and flows.

**Essential Requirements:**—A current motor vehicle driver's licence.

**Working Hours:**—The occupant will work 25% of full-time hours with the majority of work expected to be between October and April and with a possibility that minimal work may be available from May until September.

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 Sue Weedon, phone (03) 6336 5405, email Sue.Weedon@dPIPWE.tas.gov.au

Applications to Manager, Human Resources 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

#### TASMANIAN POLYTECHNIC

##### COMMUNICATION AND ORGANISATIONAL LEARNING

#### **Change Leader—6 Vacancies.**

Applications Close:—Friday, 20 November 2009.

Salary:—\$87,398 – \$97,572 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Vacancy No. 001662.

Permanent full-time.

Location:—South.

Vacancy No. 001753.

Permanent full-time.

Location:—South.

Vacancy No. 001754.

Permanent full-time.

Location:—North.

Vacancy No. 001756.

Permanent full-time.

Location:—North-West.

Vacancy No. 001757.

Fixed-term full-time 15/12/09 - 26/11/10.

Location:—North.

Vacancy No. 001755.

Fixed-term full-time 15/12/09 - 26/11/10.

Location:—North-West.

**Duties:**—To assist with the development, planning and implementation associated with organisational change. The Change Leader works with and supports teams and staff both on a local and State-wide basis and acts as key advisor to the Executive Manager Communications and Organisational Learning.

**Essential Requirements:**—A relevant post-secondary educational qualification. 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 in a post-year 10 educational environment. Experience at a senior management, Level in an educational/training environment.

Enquiries to Glenn Smith, Executive Manager, Communication and Organisational Learning, Tasmanian Polytechnic, phone (03) 6336 2918, email glenn.smith@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

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

#### **Flexible Learning Facilitator (001798).**

Applications Close:—Friday, 20 November 2009.

Salary:—\$87,398 – \$97,572 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time.

Location:—Negotiable.

**Duties:**—Plan, develop and manage teaching and learning projects related to flexible learning on a State-wide basis.

**Essential Requirements:**—A relevant post-secondary educational qualification. 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 in a post-year 10 educational environment. Experience at a senior management, Level in an educational/training environment.

Enquiries to Dallas Williams, Flexible Learning Leader, Tasmanian Polytechnic, phone (03) 6421 5105, email dallas.williams@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

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## TASMANIAN POLYTECHNIC

## COMMUNICATION AND ORGANISATIONAL LEARNING.

**Professional Learning Consultant—2 Vacancies.**

Applications Close:—Friday, 20 November 2009.

Salary:—\$81,031 – \$86,548 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Vacancy No. 001740.

Permanent full-time.

Location:—South.

Vacancy No. 001553.

Permanent full-time.

Location:—North-West.

Duties:—Manage the planning, development and implementation of teaching and learning projects and professional development related to delivery teams statewide. Provide expert advice and guidance in relation to teaching and mentoring.

Essential Requirements:—A relevant post-secondary educational qualification. 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 in a post-year 10 educational environment. Experience at a senior management, Level in an educational/training environment.

Enquiries to Graeme Kirkwood, Professional Learning Leader, Tasmanian Polytechnic, phone (03) 6216 4485, email [graeme.kirkwood@polytechnic.tas.edu.au](mailto:graeme.kirkwood@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.

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## TASMANIAN POLYTECHNIC

## COMMUNICATION AND ORGANISATIONAL LEARNING

**Standards Manager—2 Vacancies.**

Applications Close:—Friday, 20 November 2009.

Salary:—\$81,031 – \$86,548 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Vacancy No. 001398.

Permanent full-time.

Location:—North/North-West.

Vacancy No. 001828.

Permanent full-time.

Location:—South.

Duties:—Manage the planning, development and implementation of projects and professional development to ensure quality standards for teachers and teaching teams on a

statewide basis. Provide expert advice and guidance in applying quality standards to teaching.

Essential Requirements:—A relevant post-secondary educational qualification.

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 in a post-year 10 educational environment. Experience at a senior management, Level in an educational/training environment.

Enquiries to Sue Paine, Quality Assurance Leader, Tasmanian Polytechnic, phone (03) 6336 2520, 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)

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 POLYTECHNIC

## REGIONAL AND COMMUNITY ENGAGEMENT

**Manager, Regional and Campus Planning (001826).**

Applications Close:—Friday, 20 November 2009.

Salary:—\$81,031 – \$86,548 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—Negotiable.

Duties:—Manage and provide high, Level planning and development services to ensure strategic planning of the Polytechnic's assets and relationships in Tasmanian regions and communities, and provide high, Level advice to the Director, Regional and Community Engagement and Polytechnic Directorate.

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:—Membership of a relevant professional organisation and/or relevant academic qualifications.

A current drivers licence.

Enquiries to Maree Gerke, Director Regional and Community Engagement, Tasmanian Polytechnic, phone (03) 6336 2270, email [Maree.Gerke@polytechnic.tas.edu.au](mailto:Maree.Gerke@polytechnic.tas.edu.au)

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

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

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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

##### STUDENT SUPPORT AND DEVELOPMENT

#### **Manager School-based Apprenticeships (001741).**

Applications Close:—Friday, 20 November 2009.

Salary:—\$81,031 – \$86,548 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—Negotiable.

Duties:—Manage the School-Based Apprenticeship programme for the Tasmanian Polytechnic and provide authoritative advice on industry training needs. Develop and implement employment based training to support industry development and student needs.

Essential Requirements:—Drivers licence.

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 tertiary qualifications. Experience at a senior management, Level in an educational/training environment. Post year 10 education and Australian Apprenticeships experience and knowledge.

Enquiries to Jan Wallace, A/Co-Director, Student Support and Development, Tasmanian Polytechnic, phone (03) 6220 3401, mobile 0439 390 794, email jan.wallace@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 Government Senior Executive Service

### JUSTICE

#### OFFICE OF THE ANTI-DISCRIMINATION COMMISSIONER.

#### **Anti-Discrimination Commissioner (354983).**

Applications Close:—Friday, 20 November 2009.

Salary:—\$119,876 – \$131,863 p.a.

Senior Executive, Level 2.

Senior Executive contract position for a period of 5 years.

Location:—Hobart.

Duties:—Promote attitudes, acts and practices to overcome discrimination and avoid prohibited conduct under the Act. To investigate and seek to conciliate complaints made under the Act and, where appropriate, to refer complaints for inquiry by the Anti-Discrimination Tribunal. Advise the Minister on matters relating to discrimination and prohibited conduct in accordance with the Act.

Desirable Requirements:—An appropriate tertiary qualification.

Enquiries to Robert Williams, Deputy Secretary, Department of Justice, phone (03) 6233 3201, email [robert.williams@justice.tas.gov.au](mailto:robert.williams@justice.tas.gov.au)

Applications to Daphne Webb, Recruitment and Establishment, Human Resources, Department of Justice, G.P.O. Box 825 Hobart 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 Rebecca Moody on (03) 6233 6401.

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

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

#### POLICE AND EMERGENCY MANAGEMENT

##### TASMANIA FIRE SERVICE

##### *Operations*

#### **Readvertised, Deputy Chief Officer (521030).**

Applications Close:—Monday, 23 November 2009.

Salary:—\$119,876 – \$131,863 p.a.

Senior Executive, Level 2.

Senior Executive contract for a period of 5 years.

Location:—Hobart.

Duties:—As the director of operations, provide strategic direction, leadership and management of TFS emergency response resources to enable safe, effective and efficient readiness for and response to fires and other emergencies. As the Deputy Chief Officer, act as the Chief Officer during absences of the Chief Officer.

To be considered for an interview an applicant must address each of the selection criteria outlined in the Statement of Duties. An Application for Employment is to be completed and forwarded with your application. Statement of Duties including selection criteria and Application for Employment form is available from Chief Officer Mike Brown on (03) 6230 8606 or from [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au)

Enquires to Chief Officer Mike Brown on (03) 6230 8606.

Applications to Tasmania Fire Service, G.P.O. Box 1526, Hobart 7001 or fax (03) 6234 6647 or email [fire@fire.tas.gov.au](mailto:fire@fire.tas.gov.au)

## Staff Movements

### *Permanent Appointments*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Education	Permanent Replacement Teacher	J. Le Brun	6 months	11.10.09
Education	Permanent Replacement Teacher	A. Casey	6 months	11.10.09
Education	Teacher Aide Special	R. Page	6 months	29.10.09
Education	Permanent Replacement Teacher	M. Ruffels	6 months	11.10.09
Education	Teacher Aide Special	N. Gratton	6 months	29.10.09
Education	Permanent Replacement Teacher	A. Klingberg	6 months	11.10.09
Education	Permanent Replacement Teacher	D. Burke	6 months	11.10.09
Education	Permanent Replacement Teacher	D. Polden	6 months	11.10.09
Education	Permanent Replacement Teacher	L. Forbes	6 months	11.10.09
Education	Permanent Replacement Teacher	A. Jackson	6 months	11.10.09
Education	Permanent Replacement Teacher	L. Boyden	6 months	11.10.09
Education	Permanent Replacement Teacher	A. O'Sign	6 months	11.10.09
Education	Permanent Replacement Teacher	J. Durno	6 months	11.10.09
Education	Permanent Replacement Teacher	A. Williams	6 months	11.10.09
Education	Permanent Replacement Teacher	M. Hyland	6 months	11.10.09
Education	Permanent Replacement Teacher	R. Blizzard	6 months	11.10.09
Education	Permanent Replacement Teacher	K. Miller	6 months	11.10.09
Education	Permanent Replacement Teacher	P. Dalla-Fontanna	6 months	11.10.09
Education	Permanent Replacement Teacher	S. Van der Beek	6 months	11.10.09
Education	Teacher Aide Special	R. Hunt	6 months	29.10.09
Education	Permanent Replacement Teacher	S. Binning	6 months	11.10.09
Education	Permanent Replacement Teacher	J. Marsh	6 months	11.10.09
Education	Permanent Replacement Teacher	C. Creedon	6 months	11.10.09
Education	Teacher Aide Special	P. Carr	6 months	29.10.09
Education	Permanent Replacement Teacher	D. Skinner	6 months	11.10.09
Education	Permanent Replacement Teacher	D. Hernandez	6 months	11.10.09
Education	Permanent Replacement Teacher	R. Beecroft	6 months	11.10.09
Education	Permanent Replacement Teacher	R. Hunt	6 months	11.10.09
Education	Permanent Replacement Teacher	F. Lenck	6 months	11.10.09
Education	Permanent Replacement Teacher	M. Coward	6 months	11.10.09
Education	Teacher Aide Special	N. Marklew	6 months	29.10.09
Education	Permanent Replacement Teacher	L. Scott	6 months	11.10.09
Education	Permanent Replacement Teacher	N. Heidenreich	6 months	11.10.09
Education	Permanent Replacement Teacher	L. Ankin	6 months	11.10.09
Education	Permanent Replacement Teacher	N. Gratton	6 months	11.10.09
Health and Human Services	House Services Assistant	A. Medcraft	6 months	06.12.09
Health and Human Services	Orthotist/Prosthetist	A. Lawson	6 months	03.11.09
Health and Human Services	Registered Nurse	J. Porch	6 months	01.11.09
Health and Human Services	House Services Assistant	M. Hudson	6 months	02.11.09
Health and Human Services	Family Violence Worker-Adult Program, FVCSS, South	S.Evans	6 months	13.11.09
Health and Human Services	Community Mental Health Nurse	S. Glennie	6 months	02.11.09
Health and Human Services	Food Services Officer	T.Mansfield	6 months	16.11.09

Health and Human Services	Community Nurse	C. Kirrane	6 months	09.11.09
Health and Human Services	Branch Station Officer	C. Howe	6 months	09.11.09
Health and Human Services	CSD Technician	A.Hardy	6 months	15.11.09
Health and Human Services	Procurement and Reporting Officer	M.Jovanovic	6 months	09.11.09
Health and Human Services	CSD Technician	J.Hazeldene	6 months	15.11.09
Infrastructure, Energy and Resources	Engineer Project Manager	V Velma	6 months	02.11.09
Primary Industries, Parks, Water and Environment	Dog Handler (Scat Detection)	O.Barnard	3 months	02.11.09
Primary Industries, Parks, Water and Environment	Dog Handler (Scat Detection)	D. Cunningham	3 months	02.11.09

*Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	M. Rockliff	Advanced Skills Teacher	03.11.09
Education	J. Price	Advanced Skills Teacher	29.10.09
Education	A. Menadue	Principal	26.10.09
Education	M. Cramp	Advanced Skills Teacher	29.10.09
Health and Human Services	J. Tammens	Clinical Nurse	29.10.09
Police and Emergency Management	M. Clarke	Communications Officer	29.10.09

*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 and Environment	Administrative Officer (Groundwater)	P.Docherty	2 years	09.11.09

*Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Senior Librarian	K. Marriott	26.10.09
Education	Teacher	M. McCormick	28.10.09
Health and Human Services	Telephonist	Y. Gardner	23.10.09
Health and Human Services	Supply Officer	P. Cross	04.11.09
Health and Human Services	Executive Assistant	C.Hampton	27.10.09
Infrastructure, Energy and Resources	Records Clerk	D Fitzpatrick	04.11.09
Justice	Inspector	T. James	30.10.09
Primary Industries, Parks, Water and Environment	Wildlife Biologist	N. Mooney	11.11.09

*Resignation of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health and Human Services	Registered Nurse	E. Gleeson	02.11.09
Health and Human Services	Registered Nurse	N. Brew	31.10.09
Primary Industries, Parks, Water and Environment	Regional Land Management Officer (North West)	J. McNeill	11.11.09
Primary Industries, Parks, Water and Environment	Cleaner	E. Wildner	01.11.09
Primary Industries, Parks, Water and Environment	Senior Spatial Information Systems Officer	M. Brown	11.11.09
Port Arthur Historic Site Management Authority	Bookings and Ticketing Officer	M MacFadgen	31.10.09



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