



TASMANIAN STATE SERVICE NOTICES

PUBLISHED BY
AUTHORITY
ISSN 0039-9795

WEDNESDAY 18 NOVEMBER 2009

OVER THE COUNTER
SALES \$1.10
INCLUDING G.S.T.

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

Vacancies—General Information

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

www.jobs.tas.gov.au

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

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

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

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

Further Information

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

Submission of Applications

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

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

Fixed-Term Appointment

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

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

Fixed-Term Employment Registers

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

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

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

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

CORPORATE SUPPORT DIVISION

Human Resources

Senior HR Relationship Consultant (424992).

Applications Close:—Friday, 27 November 2009

Salary:—\$67,660 – \$79,920 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

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

Desirable Requirements:—Relevant tertiary and/or industry recognised qualifications and affiliations. Strong generalist HR experience.

Enquiries to Belinda Beltz, Manager HR Relationships, Department of Economic Development, Tourism and the Arts, phone (03) 6233 5505, email **Belidna.Beltz@development.tas.**

govt.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**

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

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

CULTURE, RECREATION AND SPORT

Sport and Recreation Tasmania

Tasmanian Institute of Sport

Laboratory Technician (424950).

Applications Close:—Friday, 27 November 2009

Salary:—\$47,437 – \$51,634 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time (0.5 FTE).

Location:—Tasmanian Institute of Sport, Launceston.

Duties:—Provide technical assistance to Tasmanian Institute of Sport (TIS) Sports Performance Unit staff. Develop and maintain equipment used in the sports science setting.

Essential Requirements:—Associate Diploma in Laboratory Technology (analytical or scientific) from a recognised TAFE institution, or equivalent qualification appropriate to the nature of the work.

Desirable Requirements:—Knowledge of computer systems and software programming languages. Current driver's licence.

Enquiries to John Gregory, Manager Sports Performance, Department of Economic Development, Tourism and the Arts, phone (03) 6336 2256, email **John.Gregory@tis.tas.gov.au**

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

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

EDUCATION

CORPORATE SERVICES

Finance, Facilities and Business Support

Facility and Property Management

Property Management.

Senior Executive Officer Property (154063).

Applications Close:—Friday, 27 November 2009

Salary:—\$63,838 – \$66,761 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Fixed-Term full-time from as soon as possible for up to 30 May 2011.

Location:—Hobart based at Mount Nelson.

Description of the Role:—To support the Co-ordinator Property in managing the effective utilisation of the Department's property portfolio. To administer and provide specialist advice to principals and learning services offices and other Agency Managers in regard to the Agency's teacher housing portfolio childcare facilities and other general property related issues. Responsible for the completion of other complex

property related projects as required.

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

Desirable Requirements:—Relevant tertiary qualifications or extensive work experience in property management or a related discipline. Current driver's licence.

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

Enquiries to Shane Bogus, Department of Education, phone (03) 6233 7089, email shane.bogus@education.tas.gov.au

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7251, fax (03) 6233 0566, email recruitment@education.tas.gov.au

EDUCATION

LEARNING SERVICES

Learning Services (North)

West Launceston Primary School

School Executive Officer (952828).

Applications Close:—Friday, 27 November 2009

Salary:—\$63,838 – \$66,761 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Fixed-Term full-time from as soon as possible for up to 12 months.

Location:—West Launceston Primary School.

Description of the Role:—Manage the operations of the school office and co-ordinate the school administrative service and assigned resources. Provide authoritative advice and support to the Principal and senior staff on administrative, resource and service management. Develop and implement operational solutions to meet administrative service requirements.

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

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

of your electronic application will be acknowledged by return email within two working days.

Enquiries to Helene Boyer, Department of Education, phone (03) 6331 4160, email helene.boyer@education.tas.gov.au

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7251, fax (03) 6233 0566, email recruitment@education.tas.gov.au

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Latrobe High School

Teacher, Science (960539).

Applications Close:—Friday, 27 November 2009

Salary:—\$47,067 – \$75,323 p.a.

Teaching Service (TPS) Award, Teacher.

Permanent part-time 35 hours per fortnight from 8 February 2010

Location:—Latrobe High School.

Description of the Role:—To implement and manage appropriate learning programs 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 Science. Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

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

Enquiries to Phil McKenzie, Department of Education, phone (03) 6426 1061, email philip.mckenzie@education.tas.gov.au

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Latrobe High School

Teacher, Science and or Maths—2 Vacancies.

Applications Close:—Friday, 27 November 2009

Salary:—\$47,067 – \$75,323 p.a.

Teaching Service (TPS) Award, Teacher.

Vacancy No. 201202.

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

Location:—Latrobe High School.

Vacancy No. 963995.

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

Location:—Latrobe High School.

Description of the Role:—To implement and manage appropriate learning programs 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 Science and or Maths. 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 Phil McKenzie, Department of Education, phone (03) 6426 1061, email philip.mckenzie@education.tas.gov.au

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Mountain Heights School

Re-advertised Teacher, Middle School (200375).

Applications Close:—Friday, 27 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:—Mountain Heights School.

Description of the Role:—To implement and manage appropriate learning programs 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 Middle School. 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 David Cashion, Department of Education, phone (03) 6471 1977, email david.cashion@education.tas.gov.au

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Mountain Heights School

Teacher Aide Special (300401 and 300522).

Applications Close:—Friday, 27 November 2009

Salary:—\$37,833 – \$40,814 p.a.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time 20 hours per fortnight for up to 42 weeks per year.

Location:—Mountain Heights School.

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

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

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

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

Enquiries to Bec Francis, Department of Education, phone (03) 6471 1977, email bec.francis@education.tas.gov.au

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Railton Primary School

Principal (200936).

Applications Close:—Friday, 27 November 2009

Salary:—\$86,795 p.a.

Teaching Service (TPS) Award, Band 3, Level 2.

Permanent full-time from 1 January 2010

Location:—Railton 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.

For a copy of the Statement of Duties please contact Bruce Cameron, phone (03) 6434 7222, email bruce.cameron@education.tas.gov.au

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

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Spreyton Primary School

Teacher Aide General (963915).

Applications Close:—Friday, 27 November 2009

Salary:—\$37,833 – \$40,814 p.a.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time 22 hours per fortnight for up to 42 weeks per year.

Location:—Spreyton Primary School.

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

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

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

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

For a copy of the Statement of Duties please contact Annette Durose phone (03) 6427 2075, email annette.durose@education.tas.gov.au

Enquiries to Toni Douglas, Department of Education, phone (03) 6427 2075, email toni.douglas@education.tas.gov.au

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Strahan Primary School

Teacher Aide Special (300882).

Applications Close:—Friday, 27 November 2009

Salary:—\$37,833 – \$40,814 p.a.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time 20 hours per fortnight for up to 42 weeks per year.

Location:—Strahan Primary School.

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

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

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

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

Enquiries to Trish King, Department of Education, phone (03) 6471 7282, email trish.king@education.tas.gov.au

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Zeehan Primary School

Teacher Aide General (301166).

Applications Close:—Friday, 27 November 2009

Salary:—\$37,833 – \$40,814 p.a.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time 20 hours per fortnight for up to 42 weeks per year.

Location:—Zeehan Primary School.

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

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

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

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

Enquiries to Janet MacKenzie, Department of Education, phone (03) 6471 6133, email janet.mackenzie@education.tas.gov.au

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

EDUCATION

LEARNING SERVICES

Learning Services (South)

Dover District High School

School Administration Clerk (953913).

Applications Close:—Friday, 27 November 2009

Salary:—\$41,938 – \$45,740 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 34 hours per fortnight for 42 weeks per year.

Location:—Dover District High 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 Peter Walker, Department of Education, phone (03) 6298 1312, mobile 0407 818 197, email peter.walker@education.tas.gov.au

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

EDUCATION

LEARNING SERVICES

Learning Services (South)

Glen Huon Primary School

School Administration Clerk (963620).

Applications Close:—Friday, 27 November 2009

Salary:—\$41,938 – \$45,740 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 29.40 hours per fortnight for 42 weeks per year.

Location:—Glen Huon 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 Gill, Department of Education, phone (03) 6266 6240, mobile 0417 132 830, email sally.gill@education.tas.gov.au

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

EDUCATION

LEARNING SERVICES

Learning Services (South-East)

Clarendon Vale Primary School

Teacher Aide Special—3 Vacancies.

Applications Close:—Friday, 27 November 2009

Salary:—\$37,833 – \$40,814 p.a.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Vacancy No. 964109

Permanent part-time 50 hours per fortnight for up to 42 weeks per year.

Location:—Clarendon Vale Primary School.

Vacancy No. 956096

Permanent part-time 28 hours per fortnight for up to 42 weeks per year.

Location:—Clarendon Vale Primary School.

Vacancy No. 964220

Permanent part-time 50 hours per fortnight for up to 42 weeks per year.

Location:—Clarendon Vale Primary School.

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

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

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

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

For a copy of the Statement of Duties please contact Jo Cormie phone (03) 6247 7055, email jo.cormie@education.tas.gov.au

Enquiries to Anne Douglas, Department of Education, phone (03) 6247 7055, email anne.douglas@education.tas.gov.au

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

EDUCATION

LEARNING SERVICES

Learning Services (South-East)

Rose Bay High School

Canteen Assistant (984469).

Applications Close:—Friday, 27 November 2009

Salary:—\$32,500 – \$40,482 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Permanent part-time 30 hours per fortnight for 40 weeks per year from 11 February 2010

Location:—Rose Bay High School.

Description of the Role:—Maintain and deliver the school canteen services.

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

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

application will be acknowledged by return email within two working days.

Enquiries to Annette Pearson, Department of Education, phone (03) 6243 8511, email annette.pearson@education.tas.gov.au

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

EDUCATION

LEARNING SERVICES

Learning Services (South-East)

Rose Bay High School

Canteen Supervisor (984468).

Applications Close:—Friday, 27 November 2009

Salary:—\$41,938 – \$45,740 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 60 hours per fortnight for 40 weeks per year from 11 February 2010

Location:—Rose Bay High School.

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

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

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

Enquiries to Annette Pearson, Department of Education, phone (03) 6243 8511, email annette.pearson@education.tas.gov.au

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

EDUCATION

LEARNING SERVICES

Learning Services (South-East)

Tasman District High School

Teacher Aide General (958992).

Applications Close:—Friday, 27 November 2009

Salary:—\$37,833 – \$40,814 p.a.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time 16 hours per fortnight for up to

42 weeks per year.

Location:—Tasman District High School.

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

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

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

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

For a copy of the Statement of Duties please contact Barbara Stansbie phone (03) 6250 2126, email barbara.stansbie@education.tas.gov.au

Enquiries to Stephen Bowes, Department of Education, phone (03) 6250 2126, email stephen.bowes@education.tas.gov.au

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

EDUCATION

LEARNING SERVICES

Learning Services (South-East)

Triabunna District High School

School Executive Officer (961577).

Applications Close:—Friday, 27 November 2009

Salary:—\$63,838 – \$66,761 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent part-time 44.10 hours per fortnight for 52 weeks per year.

Location:—Tasman District High School.

Description of the Role:—Manage the operations of the school office and co-ordinate the school administrative service and assigned resources. Provide authoritative advice and support to the Principal and senior staff on administrative, resource and service management. Develop and implement operational solutions to meet administrative service requirements.

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

Applicants should forward an Application for Employment form, with a statement addressing the selection criteria, relevant personal details and work history. Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications: Electronic applications must be in

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

Enquiries to Steven Bowes, Department of Education, phone (03) 6250 2126, email stephen.bowes@education.tas.gov.au

Applications to HR Staffing and Establishment Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7251, fax (03) 6233 0566, email recruitment@education.tas.gov.au

HEALTH AND HUMAN SERVICES

CHIEF HEALTH OFFICER

Clinical Network Policy and Project Officer (517995).

Applications Close:—Friday, 27 November 2009

Salary:—\$66,862 – \$79,193 p.a.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—The Clinical Network Policy and Project Officer will support the clinical leader(s) to oversee the development of the Tasmanian Cancer Clinical Network with a strong focus on development of the structure and operating principles of the network. Undertake a project role in assisting the network to undertake specified tasks.

Desirable Requirements:—Project management: experience in the development and implementation of projects that demonstrates the ability in consultation, interpersonal relations and time management. Demonstrated high level organisational and co-ordination skills, including capacity to support the activities of the Clinical Network Steering Committee, subcommittees and working parties. Demonstrated ability to undertake policy and service development, analysis and review, research and evaluation.

Enquiries to Denise Walshe, Department of Health and Human Services, phone (03) 6233 3358, email denise.walshe@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

North West Regional Hospital

Cancer Clinic Co-ordinator (518654).

Applications Close:—Friday, 27 November 2009

Salary:—\$62,802 – \$67,183 p.a.

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

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

Location:—North West Regional Hospital, Burnie.

Duties:—To co-ordinate advanced nursing care and provide management support to the Specialist Clinics to ensure the efficient/effective provision of quality care, based on best practice principles, within a collaborative and multidisciplinary framework.

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

Enquiries to Nicola Pearson, Department of Health and Human Services, phone (03) 6430 6523, email nicola.pearson@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

North West Regional Hospital

Senior Librarian and Web Developer (519133).

Applications Close:—Friday, 27 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 day work. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—North West Regional Hospital, Burnie.

Duties:—Provide general professional library services and develop and deliver specialist library and information services to staff and students in liaison with other DHHS libraries. Provide leadership in the design, development, implementation and support of the North West Area Health Services Internet and Intranet web sites.

Essential Requirements:—Degree or diploma in Librarianship or information studies at a recognised university or college of advanced education or a post graduate diploma in librarianship or information studies. Eligibility for admission to Associate membership of the Australian Library and Information Association (ALIA).

Enquiries to Nikki Karpels, Department of Health and Human Services, phone (03) 6426 5520, email nikki.karpels@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

Primary Health Services North West

Clinical Nurse (502431).

Applications Close:—Friday, 27 November 2009

Salary:—\$62,802 – \$67,183 p.a.

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

Fixed-Term full-time shift work, commencing as soon as possible to 26 June 2010

Location:—Smithton District Hospital and Community Health Centre.

Duties:—In accordance with Primary Health Care principles, agency policies, legal requirements and professional competencies, the clinical nurse provides clinical leadership in all aspects of nursing care within the practice setting.

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 Nancy Grogan, Department of Health and Human Services, phone (03) 6452 4653, email nancy.grogan@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

House Services Assistant (503574).

Applications Close:—Friday, 27 November 2009

Salary:—\$35,040 – \$35,956 pro rata.

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

Fixed-Term casual shift work, working as and when required. To commence as soon as possible until 29 November 2010

Location:—House Keeping and Accommodation.

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

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

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

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

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

Physiotherapist Cardiothoracic, Services Supervisor (503778).

Applications Close:—Friday, 4 December 2009

Salary:—\$80,262 – \$88,771 p.a.

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

Fixed-Term full-time day work (with oncall). Notwithstanding, hours per fortnight may be negotiated with the successful applicant. To commence 14 December 2009 until 6 August 2010

Location:—Physiotherapy Unit.

Duties:—To provide and maintain optimal specialist physiotherapy care to Cardio-Thoracic patients associated with the Launceston General Hospital. To co-ordinate the inpatient and outpatient physiotherapy services to Cardio-Thoracic patients at the Launceston General Hospital. Contribute to the evaluation and development of the service at the unit and organisational level.

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

Enquiries to John Cannell, Department of Health and Human Services, phone (03) 63487216, email john.cannell@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

Registered Nurse—2 Vacancies.

Applications Close:—Friday, 4 December 2009

Salary:—\$47,472 – \$62,348 pro rata.

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

Vacancy No. 518701.

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

Location:—Renal Unit North West, Parkside Burnie.

Vacancy No. 513498.

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

Location:—Renal Unit North West, Parkside Burnie.

Duties:—Training opportunity in the North West Renal Unit for two, Level 1 Registered Nurses. Potential applicants are invited to attend an information evening about this exciting opportunity on Wednesday 25th November 2009 from 4:00pm to 5:00pm. This will provide an overview of the renal service and provide information of the role in the renal unit. Applications will close on 4 December 2009 Please RSVP to

Sue Robertson on 64344130 or email sue.robertson@dhhs.tas.gov.au

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 Sue Robertson, Department of Health and Human Services, phone (03) 64344130, email sue.robertson@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

Registered Nurse (504077).

Applications Close:—Friday, 27 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 40 hours per fortnight. To commence 31 January 2010 until 30 January 2011.

Location:—Neonatal Unit.

Duties:—An opportunity exists for a registered nurse to undertake diploma or certificate studies in Special Care of the Newborn offered by the University of Tasmania while working within the Neonatal Unit, Launceston General Hospital.

The programme aims to: Increase participant's knowledge and skills in the nursing care of patients within the Neonatal unit setting; Facilitate the early detection of potential problems and prompt appropriate intervention by nursing staff and facilitate and encourage developing a career in this specialised area of nursing care.

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 Christine Coker, Department of Health and Human Services, phone (03) 63430172, email christine.coker@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Primary Health Services North

Enrolled Nurse (518668).

Applications Close:—Friday, 27 November 2009

Salary:—\$46,204 – \$48,420 pro rata.

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

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

Location:—George Town Hospital and Community Centre.

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

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

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

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

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

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Primary Health Services North

Registered Nurse (506572).

Applications Close:—Friday, 27 November 2009

Salary:—\$47,472 – \$62,348 pro rata.

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

Fixed-Term part-time shift work, working 64 hours per fortnight, commencing 5 December 2009 to 26 June 2010

Location:—George Town Hospital and Community Centre.

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

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

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

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

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

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Primary Health Services North

Registered Nurse (Relief) (504180).

Applications Close:—Friday, 27 November 2009

Salary:—\$47,472 – \$62,348 pro rata.

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

Fixed-Term casual shift work (fully rotational), as and when required, commencing asap to 5 November 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

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

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HEALTH AND HUMAN SERVICES

OFFICE OF THE SECRETARY

Legislative Review and Statutory Services

Principal Officer, Legislation (517679).

Applications Close:—Friday, 27 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:—Contribute to the management and co-ordination of the Agency's legislative development and review programme in consultation with the Minister, Secretary and members of Agency Executive Committee. Provide high level advice and assistance to the Minister, Secretary and other senior management in relation to legislative and regulatory review matters, and provide information and guidance on emerging legal issues relating to the Department.

Desirable Requirements:—Demonstrated high level experience and understanding of the processes involved in the development and review of legislation, and an appreciation of the political and social context in which those processes operate. Knowledge of relevant legislation; demonstrated experience in researching, interpreting and applying legislation and providing high level advice on legal issues. High level experience in the management of issues and the facilitation of large or complex projects, particularly in a legal context.

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

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

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Clinical Nurse (513335).

Applications Close:—Friday, 27 November 2009

Salary:—\$62,802 – \$67,183 p.a.

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

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

Location:—Outpatient Oncology/Haematology/BMT Unit.

Duties:—The Clinical Oncology Nurse practices in the Outpatient Oncology and Haematology setting as an advanced clinical nurse who delivers expert care to patients with both oncology and haematological conditions. The Clinical Oncology Nurse assists the Nurse Unit Manager in supporting all levels of nursing staff in the unit with attaining the required educational and clinical standards. The Clinical Oncology Nurse will also be designated a individual portfolio which will assist the unit in meeting necessary clinical requirements.

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

Enquiries to Louise Nicholson, Department of Health and Human Services, phone (03) 6222 8238, email louise.nicholson@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Community Podiatrist (512462).

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.

Fixed-Term full-time day work, commencing as soon as possible until 26 June 2010

Location:—South.

PLEASE NOTE: Start date can be negotiated to coincide with registration requirements for students completing their course in 2009

Duties:—An exciting and rewarding opportunity exists for you to join the Southern Tasmanian Area Health Service (STAHS) Podiatry Service, based at the Royal Hobart Hospital (RHH). This Podiatry Service is the largest in the Southern Hemisphere and provides many opportunities to further skills and knowledge in a supportive environment.

As a Community Podiatrist, you will work as part of the team to deliver a range of podiatric services to the people of southern Tasmania on an outreach basis from the Royal Hobart Hospital. As a public health service, our focus is to improve foot health status for people with chronic conditions and High Risk Feet through education, management and co-ordinated care. The position also gives the opportunity to actively participate in the multidisciplinary High Risk Foot Clinic, to perform nail surgery, and undertake biomechanical assessment and orthotic work at the RHH.

The STAHS Podiatry Service also provides a credentialing programme for new graduates to facilitate consolidation of skills in the early days of your career as well as opportunities to participate in professional development, health promotion and quality improvement activities.

Applications should address selection criteria.

Essential Requirements:—Degree or Diploma from a recognised tertiary institution and registered or eligible for registration by the Tasmanian Podiatrist Registration Board.

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 Helen Burnet, Podiatry Manager, Department of Health and Human Services, phone (03) 6222 8601, mobile 0417 284 267, email helen.burnet@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Readvertised, Clinical Nurse (508707).

Applications Close:—Friday, 4 December 2009

Salary:—\$62,802 – \$67,183 p.a.

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

Permanent full-time shift work (fully rotational).

Location:—South.

Duties:—The Clinical Nurse practices at an advanced level of clinical practice in the field of rehabilitation. As a senior practitioner co-ordinate the provision of nursing care on a daily basis and support other nurses to deliver evidence-based care in a multi-disciplinary environment for positive patient outcomes.

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 Brendan Bakes, Department of Health and Human Services, phone (03) 6222 7206, email brendan.bakes@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Registered Nurse, Midwife (509814).

Applications Close:—Friday, 27 November 2009

Salary:—\$47,472 – \$62,348 p.a.

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

Permanent full-time shift work (fully rotational).

Location:—South.

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. Must hold an authorisation to practice as a Midwife by the Nursing Board of Tasmania.

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

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 Becky French, Department of Health and Human Services, phone (03) 6222 8299, mobile 0417 653 426, email matgynae@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

*Primary Health Services South***Administrative Assistant (505397).**

Applications Close:—Friday, 27 November 2009

Salary:—\$41,427 – \$45,142 pro rata.

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

Fixed-Term part-time day work, working 15.2 hours per fortnight, commencing as soon as possible until 30 April 2010

Location:—Kingston Community Health Centre.

Duties:—The Administrative Assistant will provide a reception service to all clients and service based staff as well as providing administrative and clerical support to service providers and staff at the Kingston Community Health Centre. You will be responsible for the timely and accurate completion of routine clerical tasks required to assist staff with service co-ordination and the preparation of documents for community health staff. You will be responsible for maintaining confidentiality of information gained in the course of undertaking this job.

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

Essential Requirements:—Enquiries to Cyndy Traynor, Department of Health and Human Services, phone (03) 6222 7269, email cyndy.traynor@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

*Primary Health Services South***Home Help Relief (507054).**

Applications Close:—Friday, 27 November 2009

Salary:—\$36,293 – \$37,180 pro rata.

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

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

Location:—Glamorgan/Spring Bay.

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

Essential Requirements:—The Commissioner has

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

Enquiries to Robyn Rylands, Department of Health and Human Services, phone (03)6222 7618, email homecaresouth@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

*Royal Hobart Hospital***Clinical Nurse Oncology (512516).**

Applications Close:—Friday, 27 November 2009

Salary:—\$62,802 – \$67,183 pro rata.

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

Permanent part-time working 32 hours per fortnight as a day worker.

Location:—Royal Hobart Hosp Liverpool St.

Duties:—The Clinical Oncology Nurse practices in the Outpatient Oncology and Haematology setting as an advanced clinical nurse who delivers expert care to patients with both oncology and haematological conditions. The Clinical Oncology Nurse assists the Nurse Unit Manager in supporting all levels of nursing staff in the unit with attaining the required educational and clinical standards. The Clinical Oncology Nurse will also be designated a individual portfolio which will assist the unit in meeting necessary clinical requirements.

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

Enquiries to Louise Nicholson, Department of Health and Human Services, phone (03) 6222 8238, email louise.nicholson@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

*Alcohol and Drug Services***Policy and Project Officer (518383).**

Applications Close:—Friday, 27 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 until 26 November 2010

Location:—Hobart/Launceston.

Duties:—In conjunction with the Programme Manager, Clinical Director and Area Managers of the Alcohol and Drug Service the Policy and Project Officer will promote, monitor and evaluate policy and strategies under National and State Strategic Plans. Particular emphasis in this role will be on promotion and prevention policies, strategies and campaigns, and co-ordination of programs and projects related to service change and development statewide.

Desirable Requirements:—High-level strategic, conceptual, analytical and creative skills, along with the ability to plan and prioritise activities, formulate sound judgements, and provide appropriate analysis of research of relevance to the sector. Highly developed interpersonal, communication, representation and conflict resolution skills, including the ability to negotiate and work collaboratively with senior internal and external stakeholders in relation to planning and service delivery issues. Well developed skills and experience in policy and project management roles and understanding of research and participative planning processes, including data collection for interpretation purposes.

Enquiries to Sylvia Engels, Department of Health and Human Services, phone (03) 6230 7027, email sylvia.engels@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Alcohol and Drug Services

Workforce Development Consultant (Allied Health) (518513).

Applications Close:—Friday, 4 December 2009

Salary:—\$69,974 – \$80,262 p.a.

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

Permanent full-time day work.

Location:—St Johns Park, New Town.

Duties:—We are looking for a proactive, self motivated and enthusiastic allied health professional who likes a challenge to join our Workforce Development Team and this may be the opportunity you are looking for. This will be a challenging role and will involve you providing leadership and strategic thinking in the development of workforce capacity within the Alcohol, Tobacco and Other Drug (ATOD) Sector. You will work closely with other health professionals and non government organisations ensuring the co-ordination, development and delivery of drug workforce development and education activities across the ATOD sector statewide. You will play an important role in developing and delivering professional development activities that extend specialist clinical knowledge and advanced psycho-therapeutic skills across the ATOD service sector. If this role sounds right for you apply now!

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

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: Conviction 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 Mark Frohmader, Department of Health and Human Services, phone (03) 6214 5717, email mark.frohmader@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Mental Health Services North West

Community Mental Health Nurse (518263).

Applications Close:—Friday, 27 November 2009

Salary:—\$56,230 – \$67,183 p.a.

Nurses (TPS) Award, Community FCH Nurse.

Permanent full-time shift work (set rotational).

Location:—North West Region.

Duties:—As part of the Crisis Assessment Team (CAT), delivering high quality mental health services, the Community Mental Health Nurse provides a specialist mental health service within the community setting for a designated client group, utilising evidence based practices and recovery principles. You will 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 Joanne McGrath, Department of Health and Human Services, phone (03) 6434 6434, email joanne.mcgrath@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Mental Health Services North West.

Registered Nurse Relief (503102).

Applications Close:—Friday, 27 November 2009

Salary:—\$47,472 – \$62,348 pro rata.

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

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

Location:—Spencer Clinic Inpatient Unit, North West Regional Hospital, Burnie.

Duties:—As part of a multi-disciplinary team delivering high quality mental health services the Registered Nurse utilises a problem solving approach and established nursing procedures in the delivery and evaluation of direct care to a designated number of clients. Interacts 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.

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 Alden Thynne, Department of Health and Human Services, phone (03) 6430 6579, mobile 0438 075 780, email alden.thynne@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

STRATEGY, PLANNING AND PERFORMANCE

Aged Care and Rehabilitation

Senior Consultant Rehabilitation and Aged Care (505520).

Applications Close:—Friday, 27 November 2009

Salary:—\$66,862 – \$79,193 pro rata.

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

Permanent part-time day work for 30.4 hours per fortnight.

Location:—Hobart.

Duties:—Undertake analysis and provide high level planning advice in relation to Commonwealth-State rehabilitation and aged care policy, transition care policy and planning, dementia services policy and planning and population ageing.

Desirable Requirements:—Extensive knowledge and understanding of the current issues impacting on the health and human services industry with a particular knowledge of the issues affecting Tasmania in the areas of rehabilitation, aged care and transition care. Demonstrated sound knowledge and understanding of Commonwealth/State funding packages, particularly transition care and Commonwealth/State relations in health and human services. Proven high levels of adaptability and flexibility including an ability to deal with pressure, ambiguity and change, to modify approach and to adapt to new situations.

Enquiries to Erica Heeley, Department of Health and Human Services, phone (03) 6236 5618, email erica.heeley@dhhs.tas.gov.au

You are encouraged to apply online (below) or forward

your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart, Tasmania, 7001.

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INFRASTRUCTURE, ENERGY AND RESOURCES

ROADS AND TRAFFIC

Operations

Contracts Analyst (372317).

Applications Close:—Friday, 27 November 2009

Salary:—\$52,276 – \$61,582 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time 36.75 hours per week.

Location:—Hobart.

Duties:—Assist the Principal's Representative to identify, develop, manage and report on policies, procedures, projects and initiatives that support the Branch and wider Agency's procurement processes, and undertake discrete research and project activities as directed by the Principal's Representative.

Desirable Requirements:—A degree or tertiary qualification in a relevant discipline.

Enquiries to Elisa Casey, Principal's Representative, Department of Infrastructure, Energy and Resources, phone (03) 6233 6376, email Elisa.Casey@dier.tas.gov.au

Applications to Manager, Human Resources, Department of Infrastructure, Energy and Resources, G P O Box 936 Hobart 7001, phone (03) 6233 2077, fax (03) 6233 5337, email recruitment@dier.tas.gov.au

JUSTICE

OFFICE OF THE OMBUDSMAN

Manager, Official Visitors (356152).

Applications Close:—Friday, 27 November 2009

Salary:—\$67,660 – \$79,920 pro rata.

Tasmanian State Service Award, General Stream, Band 6.

Permanent part-time 44.10 hours per fortnight (0.6 FTE).

Location:—Hobart.

Duties:—Co-ordinate, manage and monitor the work of Official Visitors under Part 11 of the Mental Health Act and under s 10 of the Corrections Act, including visits to facilities, the provision of reports and the investigation of complaints made to Visitors. Liaise with the responsible Departments and facility managers in relation to issues arising out of the operation of either Scheme.

Desirable Requirements:—A current drivers licence.

Enquiries to Simon Allston, Ombudsman, Department of Justice, phone (03) 6233 6217, email simon.allston@ombudsman.tas.gov.au

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Lianne Jager on (03) 6233 6217.

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 OMBUDSMAN

Office of the Health Complaints Commissioner

Administrative Assistant (Reception) (350454).

Applications Close:—Friday, 27 November 2009

Salary:—\$41,938 – \$45,740 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time working 29.4 hours per fortnight.

Location:—Hobart.

Duties:—Provide reception duties including, answering all incoming telephone calls; screening callers to determine if complaints are within jurisdiction, and referring them to the relevant officer or an external body. Process the incoming and outgoing mail for all jurisdictions. Manage the daily resubmit of complaint files to investigation officers; and assist the Administration Manager with all aspects of records management and information systems.

Desirable Requirements:—Current Drivers Licence.

Enquiries to Lianne Jager, Administration Manager, Office of the Ombudsman, Department of Justice, phone (03) 6233 6217, email Lianne.Jager@ombudsman.tas.gov.au

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Lianne Jager on (03) 6233 6217.

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.

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JUSTICE

SUPREME COURT

Hobart

Registry Co-ordinator (350355).

Applications Close:—Friday, 27 November 2009

Salary:—\$52,276 – \$61,582 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time working 73.50 hours per fortnight.

Location:—Supreme Court Hobart.

Duties:—Ensure the highest standard of Registry practice and procedure by enforcing compliance with all relevant legislation, policies and procedures; developing and documenting policies and guidelines. Undertake the more complex registry functions

as directed by the Registrar, which may include dealing with High Court and Appeal costs fund matters, co-ordinating appeals, settling orders including complex orders, co-ordinating admissions and examining lodged documents for compliance with the relevant legislation and rules.

Desirable Requirements:—Completion of a relevant Court administration clerical qualification or other relevant study. Appointment as Justice of the Peace or willingness to apply for appointment.

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.

Additional Information:—Requirements for the position include substantial experience in court or legal administration, a detailed knowledge of the legislation, practices and procedures relevant to the Supreme Court, a demonstrated capacity to supervise and develop the skills of team members, well developed communication and self management skills.

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

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

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

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

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

JUSTICE

TASMANIA PRISON SERVICE

Integrated Offender Management

Administrative Officer (Sport and Recreation) (355206).

Applications Close:—Friday, 27 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:—Risdon Prison.

Duties:—Provide a wide range of clerical duties for the efficient and effective delivery of services. Prepare routine correspondence utilising a variety of computer software packages. Develop and maintain assets registers of all sport and recreation equipment within the Tasmanian Prison Service.

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 Jonathon Field, Senior Consultant, Integrated Offender Management, Tasmania Prison Service, Department of Justice, phone (03) 6216 8010, email Jonathon.Field@justice.tas.gov.au

Applications to Daphne Webb, 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 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.

JUSTICE

TASMANIA PRISON SERVICE

Integrated Offender Management

Sport and Recreation Officer (355596).

Applications Close:—Friday, 27 November 2009

Salary:—\$52,276 – \$61,582 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time working 73.5 hours per fortnight.

Location:—Risdon Prison.

Duties:—Within the context of the Integrated Offender Management framework, co-ordinate the delivery of sport and recreation programs to inmates of the Tasmania Prison Service aimed at promoting well-being and personal development.

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:—Recognised vocational qualifications in Sport and Recreation and Workplace Assessment and Training.

Additional Information:—Applicants will be required to undertake, as part of the selection process, psychological

assessment to determine suitability to work in a prison environment.

Enquiries to Jonathon Field, Senior Consultant, Integrated Offender Management, Tasmania Prison Service, Department of Justice, phone (03) 6216 8031, email Jonathon.Field@justice.tas.gov.au

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact 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.

JUSTICE

VICTIMS SUPPORT

SERVICES

Counsellor (356173).

Applications Close:—Friday, 27 November 2009

Salary:—\$47,437 – \$63,838 pro rata.

Tasmanian State Service Award, Professional Stream, Band 1.

Fixed-Term part-time 29.4 hours to 44.10 hours per fortnight (2-3 days a week) negotiable, for a period of 2 years.

Location:—Burnie.

Duties:—Assist victims of crime by providing face to face and telephone counselling and support services, provision of assessment and case planning services, providing information about court systems and liaising with other service providers to co-ordinate client support services.

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

A current motor vehicle 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 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 Debra Rabe, Manager Victims Support Services, Department of Justice, phone (03) 6233 5007, email debra.rabe@justice.tas.gov.au

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

For further information, please download a copy of the

Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Jenny Powell on (03) 6233 5002.

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

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

POLICE AND EMERGENCY MANAGEMENT

CORPORATE SERVICES

Communication Services

Communications Technical Officer (001031).

Applications Close:—Friday, 27 November 2009

Salary:—\$52,276 – \$61,582 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Hobart.

Duties:—Installation, testing and maintenance of the police radio and telecommunications systems together with other specialist electronic/electrical equipment as well as associated administrative and project management functions working with modern specialised and complex technology.

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

Conviction check for: Crimes of violence, Sex related offences, Serious drug offences, Crimes involving dishonesty, Serious traffic offences.

Desirable Requirements:—Associate Diploma in Electronic/Communication Engineering or other equivalent qualification or experience. Extensive experience in the installation, testing and maintenance of communication systems and other electronic equipment. Holder of a current driver's licence.

Enquiries to Mr Ray Davis, Technology Specialist, Communication Services, Department of Police and Emergency Management, G.P.O. Box 308 Hobart 7001, phone (03) 6230 2201, email ray.davis@police.tas.gov.au

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

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

POLICE AND EMERGENCY MANAGEMENT

TASMANIA FIRE SERVICE

Operations

District Officer (Various).

Applications Close:—Monday, 30 November 2009

Salary:—\$89,025 p.a.

Tasmania Fire Fighting Industry Employees Award 2000, District Officer.

Permanent full-time non rostered shift worker.

Location:—Hobart.

Duties:—As a part of the Regional Management Team, contribute to the achievement of regional objectives through the management of career and volunteer members, and the physical resources within the Region as well as the performance of regional duties allocated by the Regional Chief.

Essential Requirements:—Tasmanian Fire Fighting Industry Employees Award qualifications (or equivalent) for appointment/promotion to the rank of District Officer, including:.

These qualifications require the acquisition of modules required up to and including Senior Station Officer and evidence of current competence for those modules specified in the Skills Maintenance Training Schedule up to and including Senior Station Officer.

Desirable Requirements:—Post secondary/tertiary qualifications in management or a similar field.

A broad range of fire service experience particularly in the areas of district management, training, fire safety, and community education.

Current driver's licence.

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 Ken Burns on 6230 8402 or from www.jobs.tas.gov.au

Enquires to Ken Burns on 6230 8402.

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

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

PARKS AND WILDLIFE SERVICE

Fire Planning Officer (334537).

Applications Close:—Friday, 27 November 2009

Salary:—\$67,660 – \$79,920 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

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

Duties:—To lead wildfire risk assessment and strategic fire management planning for the regions of the Parks and Wildlife Service, including development and ongoing implementation and review.

Desirable Requirements:—A degree in a relevant natural science or an equivalent qualification from a recognised tertiary institution. Current motor vehicle drivers licence, Class C or equivalent. An ability to pass the PWS fire fighter fitness assessment at the 'Moderate' or 'Arduous' level. Current Workplace, Level 2 First Aid Certificate.

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

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

Enquiries to Adele Wright, phone (03) 6233 3828, email Adele.Wright@parks.tas.gov.au

Applications to Manager, Human Resources, 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

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

PARKS AND WILDLIFE SERVICE

Ranger-in-Charge (706396).

Applications Close:—Friday, 27 November 2009

Salary:—\$63,838 – \$66,761 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time.

Location:—Arthur River.

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

Duties:—Management of field centre operations and resources for the conservation and sustainable use of natural and cultural resources. Contribute to development of the Regional business plans and strategic plan. Develop and implement field centre operational plans and procedures consistent with the Regional business plans and strategies.

Essential Requirements:—A Diploma in Conservation and Land Management or equivalent qualifications deemed appropriate. A minimum of five years experience in reserve management or equivalent experience. A Workplace, Level 2 First Aid Certificate.

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

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

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

Enquiries to Chris Arthur, phone (03) 6472 6020, email chris.arthur@parks.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, fax (03) 6233 3682, email job.applications@dpipwe.tas.gov.au

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

INLAND FISHERIES SERVICE

Project Manager (Angler Access) (702626).

Applications Close:—Friday, 27 November 2009

Salary:—\$67,660 – \$79,920 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—New Norfolk.

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

Duties:—Manage the Inland Fisheries Angler Access project. Source funding and negotiate licence agreements with landowners. Initiate, develop, implement and evaluate communication programs for Angler Access projects and fisheries Statewide including thematic interpretation.

Desirable Requirements:—A current motor vehicle driver's licence. A tertiary qualification in a related discipline.

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

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

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

TASMANIAN ACADEMY

Administrative Assistant (001854).

Applications Close:—Friday, 27 November 2009

Salary:—\$47,437 – \$51,634 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-Term full-time 4/1/10 - 2/7/10

Location:—Elizabeth Campus.

Duties:—Provide high level administrative, secretarial and organisational support to the Campus Principal and Campus Assistant Principals, including effective liaison and co-ordination between the Campus Principal Team and external bodies.

Manage the efficient flow of information and correspondence to and from that office including confidential correspondence and reports.

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

Enquiries to Jamie Fahey, Business Manager, Tasmanian Academy, phone (03) 6435 5109, email jamie.fahey@academy.tas.edu.au

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

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

SHARED SERVICES

Client Services

Client Services Officer (001651).

Applications Close:—Friday, 27 November 2009

Salary:—\$41,938 – \$45,740 pro rata.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 0.4 FTE, 29.4 hours per fortnight.

Location:—North.

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

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

Enquiries to Sophie Bryan, Team Leader, Client Services, Tasmanian Polytechnic, phone (03) 6332 3202, email sophie.bryan@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

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

WORKFORCE FUTURES

Business and ICT

Teacher (Accounting and Finance and Business Administration) (105656).

Applications Close:—Friday, 27 November 2009

Salary:—\$48,577 – \$75,323 p.a.

Post Year 10 Teaching Staff Award, Band 1.

Permanent full-time.

Location:—North-West.

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

Duties:—Responsible to the designated Workforce Learning Leader for teaching and co-ordination duties as may be required within the specified area of Accounting and Finance and Business Administration.

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the

appointment, promotion or transfer.

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

Enquiries to Kevin Stocks, Workforce Learning Leader, Business and ICT, Tasmanian Polytechnic, phone (03) 6421 5505, mobile 0409 509 712, email kevin.stocks@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

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

WORKFORCE FUTURES

Business and ICT

Teacher (Accounting and Finance) (322642).

Applications Close:—Friday, 27 November 2009

Salary:—\$48,577 – \$75,323 pro rata.

Post Year 10 Teaching Staff Award, Band 1.

Permanent part-time 0.4 FTE, 28 hours per fortnight.

Location:—South.

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

Duties:—Responsible to the designated Workforce Learning Leader for teaching and co-ordination duties as may be required within the specified area of Accounting and Finance.

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

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

Enquiries to Fiona Smith, Workforce Learning Leader, Business and ICT, Tasmanian Polytechnic, phone (03) 6233 7381, mobile 0409 182 514, email fiona.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

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

TREASURY AND FINANCE

CORPORATE SUPPORT DIVISION

Information Systems Branch

Information Systems Project Manager (723946).

Applications Close:—Friday, 4 December 2009

Salary:—\$67,660 – \$79,920 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

Duties:—The objective of the position is to lead the delivery of Information Systems projects, including business case development, project planning, system implementation, project time, cost and quality management, issue management, and project tracking and reporting.

In the context of the selection criteria, to be successful in the position applicants will: have demonstrated high level project management and delivery skills, including the demonstrated ability to lead and manage multiple concurrent projects; have demonstrated high level experience and understanding of the implementation and delivery of information technology systems and systems integration; and. have demonstrated high level experience and skills in project management activities including but not limited to project governance, business case preparation, project planning, change management, stakeholder and vendor management, benefits realisation and project issue identification, tracking, and resolution.

Highly Desirable Requirements:—Completion or partial completion or relevant tertiary or industry qualifications, and/or professional affiliation.

Enquiries to Glenn Lewis, Director, Information Systems Branch, Department of Treasury and Finance, phone (03) 6233 6123, email glenn.lewis@treasury.tas.gov.au

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

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

TREASURY AND FINANCE

REVENUE, GAMING AND LICENSING DIVISION

Liquor and Gaming Branch

Administrative Officer (722941).

Applications Close:—Friday, 4 December 2009

Salary:—\$41,938 – \$45,740 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time.

Location:—Hobart.

Duties:—To perform a range of clerical functions associated with the administration and regulation of liquor and gaming.

In the context of the selection criteria, to be successful in the position applicants will: perform a range of clerical functions associated with the administration and regulation of liquor and gaming; assist with the process of applications for licences and permits under the Gaming Control Act 1993 and the Liquor Licensing Act 1990; and. advise the public on liquor and gaming matters, including licensing matters.

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

Enquiries to Jane Scott, Manager Operations, Liquor and Gaming Branch, Department of Treasury and Finance, phone (03) 6233 3534, email jane.scott@treasury.tas.gov.au

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

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

Staff Movements

Permanent Appointments.

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect.</i>
Education	Support Teacher	J. Dobson	6 months	03.11.09
Education	Teacher Aide	D. Betts	6 months	12.11.09
Education	Teacher Aide	J. Silk	6 months	12.11.09
Education	Teacher Aide	A. Bakolias	6 months	12.11.09

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect.</i>
Health & Human Services	Community Shed Coordinator	B. Pitcher	6 months	09.11.09
Health & Human Services	Registered Nurse	A. Walter	6 months	13.11.09
Health & Human Services	Administrative Assistant	R. Beveridge	6 months	06.11.09
Health & Human Services	Hospital Aide	K. Hay	6 months	16.11.09
Health & Human Services	Registered Nurse	C. Chaston	6 months	03.11.09
Health & Human Services	Catering Assistant	K. Marshall	6 months	16.11.09
Health & Human Services	Community Nurse	C. Kinch	6 months	12.11.09
Health & Human Services	Co-ordinator Policy/Protocols	L. Howes	6 months	16.11.09
Health & Human Services	Occupational Therapist	M. Bishop	6 months	01.01.10
Health & Human Services	Community Health Nurse	L. Beard	6 months	12.11.09
Health & Human Services	Communications Support Officer	C. Hoodless	6 months	09.11.09
Health & Human Services	Clinical Nurse	D. McCafferty	6 months	15.11.09
Health & Human Services	Taxation Financial Analyst	L. Scott	6 months	16.11.09
Premier & Cabinet	Project Officer (Communication & Promotion)	K. Pickering	6 months	04.11.09
Treasury & Finance	Graduate Financial Analyst	J. Beattie	6 months	16.11.09

Promotion of Permanent Employees.

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect.</i>
Education	G. Turner	Principal	12.11.09
Education	R. Miller	Advanced Skills Teacher	12.11.09
Education	J. Dalton	Advanced Skills Teacher	12.11.09
Health & Human Services	J. Meeker	Co-ordinator Policy/Protocols	16.11.09

Transfer of Permanent Employees.

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect.</i>
Health & Human Services	L. Steedman	Justice	Administrative Support Officer	17.11.09

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

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Term</i>	<i>Date of Effect.</i>
Economic Development, Tourism & the Arts	Senior Front of House Assistant and Front of House Assistant	W. Blackberry	21 months	01.11.09
Economic Development, Tourism & the Arts	Front of House Assistant	S. Pickett	21 months	01.11.09
Economic Development, Tourism & the Arts	Senior Front of House Assistant and Front of House Assistant	J. McDermott	21 months	01.11.09
Economic Development, Tourism & the Arts	Front of House Assistant	B. Mayne	21 months	01.11.09
Economic Development, Tourism & the Arts	Front of House Assistant	P. Harthen	21 months	01.11.09
Economic Development, Tourism & the Arts	Front of House Assistant	R. Crowe	21 months	01.11.09
Economic Development, Tourism & the Arts	Senior Operations Assistant and Operations Assistant	N. Bricknell	21 months	01.11.09

Retirement of Permanent Employees.

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect.</i>
Education	School Administration Officer	B. Hodgetts	23.10.09
Infrastructure, Energy & Resources	System Director, Counter Terrorism Security Policy	G. Tambling	16.11.09

Resignation of Permanent Employees.

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect.</i>
Education	Clerical Admin Officer	C. Leary	11.11.09
Education	Clerical Admin Officer	M. Chivers	06.11.09
Education	Teacher	P. Lucas	02.07.09
Health & Human Services	Registered Nurse	S Wright	11.11.09
Health & Human Services	Consultant Individual Funding Unit	A Stanton	16.10.09
Health & Human Services	HRS, Client Services Officer	L. Gilmour	09.11.09
Health & Human Services	Senior Info Systems Consultant	A. Van Meersbergen	30.10.09
Health & Human Services	Team Leader, Children & Young Persons Program	D. Keygan	06.11.09
Health & Human Services	Clinical Network Policy and Project Officer	J. Barrett	05.11.09
Health & Human Services	IT Officer (Application Developer)	L. Chen	02.11.09
Primary Industries, Parks, Water & Environment	Senior Project Officer	I. Rollinger	13.11.09

Termination of Permanent Employees.

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect.</i>
Health & Human Services	Rostered Carer	W. Joseph	03.11.09

Resignation of Officers.

<i>Agency</i>	<i>Officers Name</i>	<i>Duties Assigned</i>	<i>Date of Effect.</i>
Primary Industries, Parks, Water & Environment	C. Sampson	Deputy Secretary Technology & Innovation	09.11.09

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