



TASMANIAN STATE SERVICE NOTICES

PUBLISHED BY
AUTHORITY
ISSN 0039-9795

WEDNESDAY 3 FEBRUARY 2010

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

or proven management experience and achievement in a similar senior role.

Enquiries to Kerri-Anne Duval-Stewart for a copy of the Statement of Duties on (03) 6230 8296 or email kerri-anne.duval-stewart@tourism.tas.gov.au. For further information please contact Sam Steven, Head of Digital Marketing, Department of Economic Development, Tourism and the Arts, mobile 0407 248 569, email Sam.Steven@tourism.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 9685, 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

TOURISM TASMANIA

Infrastructure and Industry Development

Coordinator Industry Development (705970).

Applications Close:—Friday, 12 February 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Burnie.

Duties:—Facilitate, identify and develop tourism opportunities that build on the goals of DEDTA and Tourism Tasmania's Corporate Plan and provide a consultative service to senior management of Tourism Tasmania and the key stakeholders in the northwest and west in implementing the Plan.

The Coordinator Industry Development provides a range of services focussing on the North-Western and western region that support and promote the work of DEDTA and Tourism Tasmania's programs; particularly those programs that grow the tourism industry in the northwest and west and improve key stakeholder's knowledge, involvement and decision making regarding tourism in the north west and west.

Desirable Requirements:—A relevant tertiary qualification or proven management experience and achievement in a similar senior role.

Enquiries to Claire Ellis, Director, Infrastructure and Industry Development, Department of Economic Development, Tourism and the Arts, phone (03) 6230 8359, email claire.ellis@tourism.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 5505, 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

TOURISM TASMANIA

Office of the CEO

Administration Assistant, WITHDRAWN (706130).

Applications Close:—Friday, 5 February 2010.

Salary:—\$33,637 – \$41,899 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Permanent part-time (0.4 FTE).

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

TOURISM TASMANIA

Digital Services

Manager eMarketing (706039).

Applications Close:—Friday, 12 February 2010.

Salary:—\$83,867 – \$91,369 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—Hobart.

Duties:—Influence the development of the Tasmanian tourism industry and Tourism Tasmania programs by providing specialist consultative advice to the Head of Digital Marketing.

Actively participate and contribute to strategic programme development within the business unit, identifying and developing tourism opportunities that align to Tourism Tasmania's corporate plan.

Enhance the dissemination of tourism knowledge across Tourism Tasmania, to external stakeholders and other interest groups.

Desirable Requirements:—A relevant tertiary qualification

Location:—Hobart.

Duties:—Provide a high standard of assistance to the Administrative Support Officer, and staff within the Office of the CEO of Tourism Tasmania.

Enquiries to Sue Parkes for a copy of the Statement of Duties on (03) 6230 8235 or email sue.parkes@tourism.tas.gov.au. For further information about the position, please contact Lois Ryan, Manager Stakeholder Communications (Tourism Tasmania, Department of Economic Development, Tourism and the Arts, phone 0414 452 233, email lois.ryan@tourism.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 5505, fax (03) 6233 5703, email applications@development.tas.gov.au

Applications must address the selection criteria outlined in the Statement of Duties and include a current Curriculum Vitae.

EDUCATION

COMMUNITY KNOWLEDGE NETWORK

LINC's East

Community Learning Coordinator Community Learning—2 Vacancies.

Applications Close:—Friday, 12 February 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Vacancy No. 700442.

Permanent full-time.

Location:—Rosny LINC.

Vacancy No. 700467.

Permanent full-time.

Location:—Launceston LINC.

Description of the Role:—Manage and co-ordinate the provision of assigned information, community learning or adult and family literacy services and programs in an urban catchment area and contribute directly to the formulation of Community Knowledge Network policies.

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:—Appropriate academic/professional qualifications.

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 Julie Mazengarb, phone (03) 6233 7469, email julie.mazengarb@education.tas.gov.au

Enquiries to Siobhan Gaskell, Department of Education, phone (03) 6233 7527, email siobhan.gaskell@education.tas.gov.au

Applications to Recruitment 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

COMMUNITY KNOWLEDGE NETWORK.

LINC's East.

Community Learning Coordinator Information Services—3 Vacancies.

Applications Close:—Friday, 12 February 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Vacancy No. 700433.

Permanent full-time.

Location:—Launceston LINC.

Vacancy No. 700437.

Permanent full-time.

Location:—Hobart LINC.

Vacancy No. 700434.

Permanent full-time.

Location:—Rosny LINC.

Description of the Role:—Manage and co-ordinate the provision of assigned information, community learning or adult and family literacy services and programs in an urban catchment area and contribute directly to the formulation of Community Knowledge Network policies.

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:—Appropriate academic/professional qualifications.

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.

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EDUCATION

COMMUNITY KNOWLEDGE NETWORK

*LINC's East***Community Learning Coordinator Literacy (700447).**

Applications Close:—Friday, 12 February 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Launceston LINC.

Description of the Role:—Manage and co-ordinate the provision of assigned information, community learning or adult and family literacy services and programs in an urban catchment area and contribute directly to the formulation of Community Knowledge Network policies.

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:—Appropriate academic/professional qualifications.

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.

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EDUCATION

COMMUNITY KNOWLEDGE NETWORK

*LINC's East***LINC Operations Coordinator—6 Vacancies.**

Applications Close:—Friday, 12 February 2010.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Vacancy No. 700506.

Permanent full-time 73.5 hours per fortnight.

Location:—Rosny LINC.

Vacancy No. 700499.

Permanent full-time 73.5 hours per fortnight.

Location:—Rosny LINC.

Vacancy No. 700498.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart LINC.

Vacancy No. 700505.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart LINC.

Vacancy No. 700507.

Permanent full-time 73.5 hours per fortnight.

Location:—Launceston LINC.

Vacancy No. 700500.

Permanent full-time 73.5 hours per fortnight.

Location:—Launceston LINC.

To co-ordinate the day-to-day operations of assigned services and programs and supervise the work of associated staff.

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 diploma or post-secondary level qualifications.

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EDUCATION

COMMUNITY KNOWLEDGE NETWORK

*LINC's West***Community Learning Coordinator Community Learning—2 Vacancies.**

Applications Close:—Friday, 12 February 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Vacancy No. 700443.

Permanent full-time.

Location:—Glenorchy LINC.

Vacancy No. 700439.

Permanent full-time.

Location:—Devonport LINC.

Description of the Role:—Manage and co-ordinate the provision of assigned information, community learning or adult and family literacy services and programs in an urban catchment area and contribute directly to the formulation of Community Knowledge Network policies.

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:—Appropriate academic/professional qualifications.

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.

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Enquiries to Siobhan Gaskell, Department of Education, phone (03) 6233 7527, email siobhan.gaskell@education.tas.gov.au

Applications to Recruitment 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

COMMUNITY KNOWLEDGE NETWORK

LINC's West

Community Learning Coordinator Information Services—3 Vacancies.

Applications Close:—Friday, 12 February 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Vacancy No. 700432.

Permanent full-time.

Location:—Devonport LINC.

Vacancy No. 700435.

Permanent full-time.

Location:—Kingston LINC.

Vacancy No. 700436.

Permanent full-time.

Location:—Glenorchy LINC.

Description of the Role:—Manage and co-ordinate the provision of assigned information, community learning or adult and family literacy services and programs in an urban catchment area and contribute directly to the formulation of Community Knowledge Network policies.

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:—Appropriate academic/professional qualifications.

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.

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EDUCATION

COMMUNITY KNOWLEDGE NETWORK

LINC's West

Community Learning Coordinator Literacy—4 Vacancies.

Applications Close:—Friday, 12 February 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Vacancy No. 700450.

Permanent full-time.

Location:—Glenorchy LINC.

Vacancy No. 700446.

Permanent full-time.

Location:—Devonport LINC.

Vacancy No. 700445.

Permanent full-time.

Location:—Burnie LINC.

Vacancy No. 700449.

Permanent full-time.

Location:—Kingston LINC.

Description of the Role:—Manage and co-ordinate the provision of assigned information, community learning or adult and family literacy services and programs in an urban catchment area and contribute directly to the formulation of Community Knowledge Network policies.

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:—Appropriate academic/professional qualifications.

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 Julie Mazengarb, phone (03) 6233 7469, email julie.mazengarb@education.tas.gov.au

Enquiries to Siobhan Gaskell, Department of Education, phone (03) 6233 7527, email siobhan.gaskell@education.tas.gov.au

Applications to Recruitment 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

COMMUNITY KNOWLEDGE NETWORK

LINC's West

LINC Operations Coordinator—8 Vacancies.

Applications Close:—Friday, 12 February 2010.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Vacancy No. 700494 .

Permanent full-time 73.5 hours per fortnight.

Location:—Burnie LINC.

Vacancy No. 700501.

Permanent full-time 73.5 hours per fortnight.

Location:—Burnie LINC.

Vacancy No. 700495.

Permanent full-time 73.5 hours per fortnight.

Location:—Devonport LINC.

Vacancy No. 700502.

Permanent full-time 73.5 hours per fortnight.

Location:—Devonport LINC.

Vacancy No. 700496.

Permanent full-time 73.5 hours per fortnight.

Location:—Glenorchy LINC.

Vacancy No. 700503.

Permanent full-time 73.5 hours per fortnight.

Location:—Glenorchy LINC.

Vacancy No. 700497.

Permanent full-time 73.5 hours per fortnight.

Location:—Kingston LINC.

Vacancy No. 700504.

Permanent full-time 73.5 hours per fortnight.

Location:—Kingston LINC.

Description of the Role:—To co-ordinate the day-to-day operations of assigned services and programs and supervise the work of associated staff.

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 diploma or post-secondary level qualifications.

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 Julie Mazengarb, phone (03) 6233 7469, email julie.mazengarb@education.tas.gov.au

Enquiries to Siobhan Gaskell, Department of Education, phone (03) 6233 7527, email siobhan.gaskell@education.tas.gov.au

Applications to Recruitment 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

SKILLS TASMANIA

Strategic Directions

Workforce Development

Senior Project Officer (960948).

Applications Close:—Friday, 12 February 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time 73.5 hours per fortnight.

Location:—Region, South.

Description of the Role:—Manage the review and implementation of training products, particularly training packages, to support the uptake of nationally recognised training in the state. Provide assistance in the development of capability building activities to support service providers in the state.

Desirable Requirements:—Deep understanding and knowledge of the national training framework.

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 Bianca Davies, phone (03) 6233 7325 email bianca.davies@skills.tas.gov.au

Enquiries to Ian Paterson, Manager, Workforce Development, Department of Education, phone (03) 6233 7151, email ian.paterson@skills.tas.gov.au

Applications to Recruitment 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
 SKILLS TASMANIA
System Support
 Capability Building

Co-ordinator E-Learning Unit (960977).

Applications Close:—Friday, 12 February 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time 73.5 hours per fortnight, from 1 March 2010 to 31 December 2011.

Location:—Region, South.

Description of the Role:—Co-ordinate the development, implementation and management of all Australian Flexible Learning Framework projects, particularly the Innovation Programme within Tasmania. Supervise and manage the daily operation of the E-Learning Unit. Provide authoritative advice and support in the development of capability building activities to support service providers in the State.

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 Chris Johnston, Manager, Strategic Directions Support, Department of Education, phone (03) 6233 7982, email christopher.johnston@skills.tas.gov.au

Applications to Recruitment 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
 SKILLS TASMANIA

Training Consultancy and Agreements

Training Consultancy

Manager Strategic Directions (Learners) (423174).

Applications Close:—Friday, 12 February 2010.

Salary:—\$93,755 – \$100,987 p.a.

Tasmanian State Service Award, General Stream, Band 8.

Permanent full-time 73.5 hours per fortnight.

Location:—Region, South.

Description of the Role:—Responsible for meeting the objectives of Skills Tasmania through the planning, development, implementation and evaluation of skills development policies, strategies and outcomes for clients.

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 Mark Sayer, Department of Education, phone (03) 6233 4603, email mark.sayer@skills.tas.gov.au

Applications to Recruitment Services, Department of Education, phone (03) 6233 7251, fax (03) 6233 0566, email recruitment@education.tas.gov.au

HEALTH AND HUMAN SERVICES

CHIEF HEALTH OFFICER

Population Health

Senior Scientific Officer (Toxicology) (519266).

Applications Close:—Friday, 26 February 2010.

Salary:—\$80,262 – \$88,771 p.a.

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

Permanent full-time day work.

Location:—Hobart.

Provide scientific and policy advice on toxicological matters relating to the public and environmental health aspects of hazardous substances in the general environment including soil, water, air and food. Ensure that hazardous substances are assessed, reviewed, reported and managed in a manner such that unacceptable public health risks do not occur and a clean, comfortable and healthy environment is maintained.

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

Enquiries to Stuart Heggie, Department of Health and Human Services, phone (03) 6222 7732, email stuart.heggie@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

CHIEF HEALTH OFFICER

Population Health

Specialist Medical Advisor—Public and Environmental Health (519287).

Applications Close:—Friday, 26 February 2010.

Salary:—To be negotiated.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—Provide advice and support to the development of statewide health protection interventions, policy and strategies. Support the effective and efficient operational management of the Communicable Disease Prevention Unit (CDPU) and Environmental Health Unit (EHU) by providing the managers

and staff with public health medical input and advice on the assessment and management of operational issues, including managing incidents, risk assessments, health impact assessments, equity audits, outbreak assessment and control and responding to ad hoc issues and enquiries.

Essential Requirements:—A registered Medical Practitioner who holds Australian Fellowship OR is a registered Medical Practitioner who holds Overseas Fellowship and is employed to a Specialist Medical Practitioner position by the Employer.

Enquiries to Dr Chrissie Pickin, Department of Health and Human Services, phone (03) 6222 7729, email chrissie.pickin@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

FINANCE AND BUSINESS PERFORMANCE

Audit and Assurance

Audit Consultant (511475).

Applications Close:—Friday, 26 February 2010.

Salary:—\$69,202 – \$81,965 p.a.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—Assist with the effective delivery of a high level Internal Audit service that adds value and improves operations for the purpose of enhancing departmental effectiveness, efficiency and economy in pursuit of strategic and operational goals. Deliver broadly scoped high level internal audit services/ reviews either autonomously or as the lead auditor in a team review.

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, transfer. The following checks are to be conducted: Conviction Check in the following areas: crimes of violence; sex related offences; c)serious drug offences; and crimes involving dishonesty. Identification Check. Disciplinary action in previous employment check.

Enquiries to Helen Platten, Department of Health and Human Services, phone (03) 6236 5839, email helen.platten@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Disability, Child, Youth and Family Services

Child and Family Health Nurse (Relief) (516760).

Applications Close:—Friday, 12 February 2010.

Salary:—\$58,055 – \$69,363 p.a.

Nurses (TPS) Award, Community FCH Nurse.

Permanent part-time day work (38 hours per fortnight).

Location:—Children and Family Services, North.

Duties:—Within a Primary Health Care framework and in accordance with the philosophy of Child Health and Parenting Service, Agency policy and legal requirements, the Child and Family Health Nurse will: provide assessment, care and support to individuals and groups; undertake all aspects of early identification and early intervention activities; and participate in community development and health promotion activities. Permanent relief position, covering Child Health Centres and home visiting across the Northern Region.

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

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

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 Roslyn Wilson, Department of Health and Human Services, phone (03) 6336 2155, email ros.wilson@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Disability, Child, Youth and Family Services

Child Protection Worker (516279).

Applications Close:—Friday, 19 February 2010.

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 for a period of 12 months.

Location:—Children and Family Services, South East.

Duties:—As a member of Child and Family Services the Child Protection Worker is responsible for the safety and well-being of children and young persons.

The Child Protection Worker is responsible for the provision of assessment, advice and referral services, case management services and placements outside the child/young persons home.

The role of the Child Protection Worker is to provide professional services in accordance with legislation, practice guidelines, policies and procedures and by applying professional judgment to ensure that services are delivered in

the best interest of the child/young person and their family.

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

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

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

Enquiries to Angela McCrossen, Department of Health and Human Services, phone (03) 6230 7755, email angela.mccrossen@dhhs.tas.gov.au

Note:—An information session will be provided to any interested applicants on Tuesday 9th February at 5:30pm at the Creek Road Netball Courts. This information session will be delivered by a number of staff in Child Protection Services and will give you insight into what the role of Child Protection Worker is.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Disability, Child, Youth and Family Services

Child Protection Worker (513739).

Applications Close:—Friday, 19 February 2010.

Salary:—\$45,535 – \$73,058 p.a.

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

Permanent full-time day work.

Location:—Children and Family Services, South east.

Duties:—As a member of Child and Family Services the Child Protection Worker is responsible for the safety and well-being of children and young persons.

The Child Protection Worker is responsible for the provision of assessment, advice and referral services, case management services and placements outside the child/young persons home.

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

Desirable Requirements:—An understanding of the social and developmental needs of individuals, children and families and the ability to apply this in a service delivery context and within statutory responsibility. Well-developed written and

verbal communication skills, in particular, strong interpersonal and counselling skills and the ability to present confidently in public. A knowledge of the tasks performed in the work area together with a good knowledge of the operations of the agency and other agencies providing a service relevant to the work area or the ability to acquire such knowledge.

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

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

Enquiries to Angela McCrossen, Department of Health and Human Services, phone (03) 6230 7755, email angela.mccrossen@dhhs.tas.gov.au

Note:—An information session will be provided to any interested applicants on Tuesday 9th February at 5:30pm at the Creek Road Netball Courts. This information session will be delivered by a number of staff in Child Protection Services and will give you insight into what the role of Child Protection Worker is.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Disability, Child, Youth and Family Services

Child Protection Worker (Relief) (513232).

Applications Close:—Friday, 12 February 2010.

Salary:—\$45,535 – \$73,058 p.a.

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

Fixed-term casual day work (as and when require commencing as soon as possible for a period of 12 months).

Location:—Children and Family Services, South West.

Duties:—As a member of Child and Family Services the Child Protection Worker is responsible for the safety and well-being of children and young persons.

The Child Protection Worker is responsible for the provision of assessment, advice and referral services, case management services and placements outside the child/young persons home.

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

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

and other agencies providing a service relevant to the work area or the ability to acquire such knowledge.

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

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

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

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Disability, Child, Youth and Family Services

Manager Disability Services North West (511986).

Applications Close:—Friday, 12 February 2010.

Salary:—\$92,929 – \$100,076 p.a.

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

Permanent full-time day work.

Location:—Disability Services, North West.

Duties:—Provide leadership and management of an integrated, area-based Disability Service, in accordance with Agency policy, directions and legal requirements, within a framework of agreed client outcomes, service performance measures and resource levels.

As a member of Disabilities, Child, Youth and Family Services (DCYFS) this job sits within a framework of human service reform that places priority on ensuring the highest service delivery to people with disabilities and their families living in the North West of Tasmania.

Desirable Requirements:—High level experience in and knowledge of Disability Services or a related human services field.

Demonstrated ability in operational planning and managing a significant reform programme in order to build a newly integrated disability service system in an open supportive and client focused organisational culture.

Proven ability to manage financial, human and physical resources and to monitor efficiency and effectiveness.

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 Malcolm Phillips, Department of Health and Human Services, phone (03) 6434 6402, email malcolm.phillips@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Disability, Child, Youth and Family Services

Professional Officer (515721).

Applications Close:—Friday, 12 February 2010.

Salary:—\$80,262 – \$88,771 p.a.

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

Permanent full-time day work.

Location:—Disability, Child, Youth and Family Services, North West.

Duties:—The position is responsible for: Provision of high-level advice in relation to assessment and review of intensive support for individuals with complex and exceptional needs referred to the Assessment and Review Panel. Liaison and collaboration with key stakeholders.

Desirable Requirements:—Within a community based support framework, extensive clinical knowledge of and broad experience in the delivery of assessment, review and support service development.

Demonstrated experience in a health related discipline and the capacity to provide professional leadership, vision and a contemporary approach to assessment and review for people requiring intensive support.

Demonstrated contemporary knowledge of and a commitment to the principles of community based support and integration, quality improvement and the role of transdisciplinary teams.

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 Malcolm Phillips, Department of Health and Human Services, phone (03) 6434 6402, email malcolm.phillips@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

*Housing Tasmania***Administrative Officer (517044).**

Applications Close:—Friday, 12 February 2010.

Salary:—\$42,877 – \$46,722 p.a.

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

Fixed-term full-time day work commencing as soon as possible until 20 August 2010.

Location:—Housing Tasmania, South West.

Duties:—Provide administrative support services to ensure the efficient and effective delivery of housing services in accordance with Housing Tasmania's service delivery policies, principles and standards.

Desirable Requirements:—Experience and skills in office administration, including the ability to undertake telephone, reception, filing and general clerical and administrative duties. Knowledge of account payable and receivable processes, including coding and the ordering and invoicing of goods. Sound interpersonal skills, including written and verbal communication, the ability to provide information to clients and staff and to prepare documents.

Enquiries to Euan Bennett, Department of Health and Human Services, phone (03) 6233 2153, email euan.bennett@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

*Housing Tasmania***Executive Officer (514754).**

Applications Close:—Friday, 12 February 2010.

Salary:—\$65,248 – \$68,223 p.a.

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

Permanent full-time day work.

Location:—Housing Tasmania, Hobart.

Duties:—

The Executive Officer is responsible for assisting the Manager Housing Strategy with the overall management of the Branch including of high level strategic projects.

The Executive Officer has responsibility for providing high level assistance concerning the management of intergovernmental relations, strategic policy, development and implementation of tied programs under commonwealth state agreements, information systems, performance, planning and business improvement.

Desirable Requirements:—High-level written and oral communication skills, including the ability to prepare, present and evaluate reports, submissions and Ministerial or other correspondence.

Demonstrated project management skills, including experience in planning, reporting and performance monitoring and the capacity to work individually and as a member of a team to achieve desired objectives within prescribed timelines.

Strategic, creative and analytical skills, including an ability to understand the political, social and organisational environment and identify relevant issues.

Enquiries to Mary Blackwood, Department of Health and Human Services, phone (03) 6236 5786, email mary.blackwood@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

*Housing Tasmania***Service Improvement Officer (517049).**

Applications Close:—Friday, 12 February 2010.

Salary:—\$48,439 – \$52,727 p.a.

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

Permanent full-time day work.

Location:—Housing Tasmania, South West.

Duties:—Assist in the implementation of policy, procedures and practice improvement through training, evaluation of individual training outcomes and quality improvement activities. Provide a range of tenancy management services to portfolio of public housing clients and properties in accordance with Housing Tasmania's service delivery policies, principles and standards.

Desirable Requirements:—Experience in undertaking workplace training or coaching, and an understanding of and commitment to service improvement. Demonstrated ability to maintain a customer service focus in a service delivery environment subject to ambiguity and change. Demonstrated ability to interpret client circumstances and requirements, use initiative and utilise problem solving skills to make well-informed recommendations in relation to tenancy management, within legislation, policy and guidelines.

Enquiries to Euan Bennett, Department of Health and Human Services, phone (03) 6233 2153, email euan.bennett@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

*Mersey Community Hospital***Physiotherapist, Vacancy Withdrawn (518809).**

Applications Close:—Friday, 12 February 2010.

Salary:—\$45,535 – \$73,058 p.a.

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

Permanent full-time daywork.

Location:—Mersey Community Hospital.

Duties:—Provide efficient and effective evidence based Physiotherapy Service to the population of the North West Area Health Service, Mersey Community Hospital, for those patients admitted with acute neurological conditions, sub acute care and falls.

Essential Requirements:—Registered or entitled to be registered as a Physiotherapist in Tasmania in accordance with the Physiotherapists Registration Act 1999.

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

Enquiries to Ali Macrae, Department of Health and Human Services, phone (03) 6430 6608, email ali.macrae@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

Mersey Community Hospital

Registered Nurse (515022).

Applications Close:—Friday, 12 February 2010.

Salary:—\$49,012 – \$64,842 p.a.

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

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

Location:—Mersey Community Hospital.

Duties:—The Registered Nurse will be based at the Mersey Community Hospital and their role will include strengthen health outcomes through nursing by provision of quality, clinically appropriate nursing care in partnership with clients and their families and other health professionals.

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

Enquiries to Jill McCarthy, Department of Health and Human Services, phone (03) 6426 5430, email jill.mccarthy@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

Mersey Community Hospital

Registered Nurse (514688).

Applications Close:—Friday, 12 February 2010.

Salary:—\$49,012 – \$64,842 p.a.

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

Permanent full-time shift work, working 64 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Mersey Community Hospital.

Duties:—The Registered Nurse will be based at the Mersey Community Hospital and their role will include strengthen health outcomes through nursing by provision of quality, clinically appropriate nursing care in partnership with clients and their families and other health professionals.

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

Enquiries to Jill McCarthy, Department of Health and Human Services, phone (03) 6426 5430, email jill.mccarthy@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

North West Regional Hospital

Clinical Coder (517921).

Applications Close:—Friday, 12 February 2010.

Salary:—\$53,384 – \$62,872 p.a.

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

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

Location:—North West Regional Hospital, Burnie.

Duties:—Responsible for the performance of accurate and timely Clinical Coding for inpatient separations in accordance with Hospital, State and Commonwealth data standards and reporting requirements, for the purposes of Australian Refined Diagnosis Related Group (ARDRG) assignment for funding, inpatient activity, clinical and non-clinical research, casemix analysis and patient care quality improvement. Adherence to National Centre for Classification in Health (NCCH) guidelines, utilizing the current edition of the International Classification of Diseases, Revision 10, Australian Modification (ICD10AM), Australian Classification of Health Interventions (ACHI) and Australian Coding Standards (ACS).

Desirable Requirements:—Successful completion of a recognised Clinical Coding qualification.

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

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

to: Recruitment Services, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001.

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

North West Regional Hospital

Coordinator Manual Handling and Emergency Management Education (516225).

Applications Close:—Friday, 12 February 2010.

Salary:—\$65,248 – \$68,223 pro rata.

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

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

Location:—North West Regional Hospital, Burnie.

Duties:—Develop, conduct and evaluate the Hospitals Manual Handling Education Programme to achieve the objectives. Provide manual handling training to managers, supervisors and staff and assist in the prevention of injury from manual handling tasks through a process of risk identification, assessment and control. Provide Emergency Management training and education to all staff on emergency procedures that meet current standards. Assist the North West Area Health Service (NWAHS) Executive in ensuring the hospital complies with relevant legislation.

Desirable Requirements:—Appropriate qualifications in manual handling management, emergency management and workplace training or working towards obtaining these qualifications. Demonstrated experience in the development and delivery of manual handling training in health industry or other large multidisciplinary organisation along with knowledge and experience in management of patient manual handling issues in a health care setting. Well developed consultation, communication, group facilitation and negotiation skills including the ability to effectively present training to staff across a number of disciplines.

Enquiries to John England, Department of Health and Human Services, phone (03) 6430 6981, email john.england@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

North West Regional Hospital

Patient Services Officer (501839).

Applications Close:—Friday, 12 February 2010.

Salary:—\$42,877 – \$46,722 p.a.

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

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

Location:—Devonport Community Health Centre.

Duties:—The maintenance and co-ordination of the Patient Travel Assistance Scheme (PTAS) in the North West.

Enquiries to Kim Miles, Department of Health and Human Services, phone (03) 6434 6982, email kim.miles@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

Primary Health Services North West

Administrative Assistant (Home Care Co-ordination) (502724).

Applications Close:—Friday, 12 February 2010.

Salary:—\$42,877 – \$46,722 pro rata.

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

Fixed-term part-time day work, commencing 1 February 2010 to 1 February 2011, working 64 hours per fortnight.

Location:—Devonport Community Health Centre.

Duties:—Provide administrative and clerical support to the Devonport Community Health Home Care Service and Community Nursing 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 Check in the following areas a) Crimes of Violence; Sex related Offences; Serious Drug Offences; and Crimes involving dishonesty. Identification Check. Disciplinary action in previous employment check.

Enquiries to Jacky Taylor, Department of Health and Human Services, phone (03) 6421 7700, email jacky.taylor@dhhs.tas.gov.au

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

Primary Health Services North West

Enrolled Nurse (511911).

Applications Close:—Friday, 19 February 2010.

Salary:—\$47,703 – \$50,454 p.a.

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

Permanent full-time shift work (fully rotational).

Location:—King Island Hospital and Health 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; c)serious drug offences; and crimes involving dishonesty. Identification Check. Disciplinary action in previous employment check.

Enquiries to Catherine Donnellan, Department of Health and Human Services, phone (03) 6462 9900, email kihhcdon@dhhs.tas.gov.au

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

Primary Health Services North West

Enrolled Nurse (502393).

Applications Close:—Friday, 19 February 2010.

Salary:—\$47,703 – \$50,454 p.a.

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

Permanent full-time shift work (fully rotational).

Location:—King Island Hospital and Health 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; c)serious drug offences; and crimes involving dishonesty. Identification Check. Disciplinary action in previous employment check.

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

Primary Health Services North West

Enrolled Nurse (502388).

Applications Close:—Friday, 19 February 2010.

Salary:—\$47,703 – \$50,454 p.a.

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

Permanent full-time shift work (fully rotational).

Location:—King Island Hospital and Health 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; c)serious drug offences; and crimes involving dishonesty. Identification Check. Disciplinary action in previous employment check.

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

Primary Health Services North West

Nurse Unit Manager (Ambulatory Care) (512515).

Applications Close:—Friday, 12 February 2010.

Salary:—\$79,725 – \$83,496 p.a.

Nurses (TPS) Award, Nurse Unit Manager.

Permanent full-time day work. Not withstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—North West Regional Hospital, Burnie.

Duties:—Provide leadership to the Ambulatory Care Unit (Burnie Acute Care at Home), Outpatient and Specialist Clinics. Ensure the efficient and effective provision of care, based on clinical standards and best practice principles within a collaborative and multidisciplinary framework by co-ordinating the clinical, management, education and nursing research functions within the Ambulatory Care Unit (BACH).

Desirable Requirements:—Relevant post graduate qualifications.

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

Enquiries to Karen Linegar, Department of Health and Human Services, phone (03) 6430 6501, email karen.linegar@dhhs.tas.gov.au

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

House Services Assistant, Multiple Vacancies (503574).

Applications Close:—Friday, 12 February 2010.

Salary:—\$36,266 – \$37,915 p.a.

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

Fixed-term casual shift work.

Location:—LGH Charles St Launceston.

Duties:—The House Services Assistant will clean allocated areas in compliance with established procedures and protocols.

Desirable Requirements:—Basic cleaning skills and knowledge of cleaning procedures and machinery. Physical capacity to handle heavy objects, operate machinery and climb and work up ladders. Sound interpersonal and communications skills.

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

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

Registered Nurse (513792).

Applications Close:—Friday, 12 February 2010.

Salary:—\$49,012 – \$64,842 pro rata.

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

Permanent part-time shift work for 32 hours per fortnight, working as and when required, notwithstanding hours per fortnight may be negotiated with the successful applicant from as soon as possible.

Location:—Launceston General Hospital.

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

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

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

Senior Physiotherapist, Res A/Care Liaison Team (516916).

Applications Close:—Friday, 19 February 2010.

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:—LGH Charles St Launceston.

Duties:—The Senior Physiotherapist will develop, provide and evaluate Physiotherapy services for patients of the Residential Aged Care Liaison Team LGH, in accordance with agency policies and relevant professional codes of ethics. You will undertake assessment for suitability of admission to the Residential Aged Care Liaison Team. Undertake case management including the provision of Physiotherapy intervention in consultation with the patient, their carers and community agencies.

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) 6348 7209, email john.cannell@dhhs.tas.gov.au

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

Specialist Radiographer (503709).

Applications Close:—Friday, 5 March 2010.

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:—LGH Charles St Launceston.

Duties:—The Specialist Radiographer will performing basic and advanced radiographic imaging examinations, including MRI, CT and angiography. Take a leading role in the supervision and training of less experienced staff performing duties within basic imaging and specialty areas, ensuring that acceptable contemporary professional standards are maintained.

Essential Requirements:—Entitled to be granted registration in Tasmania by the Medical Radiation Science Professionals Registration Board (MRSPRB).

Enquiries to Garth Faulkner, Department of Health and Human Services, phone (03) 6348 7085, email garth.faulkner@dhhs.tas.gov.au

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Primary Health Services North

Catering Assistant—2 Positions (507620).

Applications Close:—Friday, 12 February 2010.

Salary:—\$36,266 – \$37,915 pro rata.

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

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

Location:—Beaconsfield District Health Service.

Duties:—To carry out a range of duties associated with the preparation and delivery of meals. As part of the sites continuous quality and consumer safety program, support Hotel Services Co-ordinator in ensuring that work practices comply with Foodsafe and infection control requirements, including monitoring work practices and the use and storage of food, perishable goods and other consumables. Attend staff meetings and participate in the Beaconsfield District Health Service's quality improvement and consumer safety program.

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 Helen McLean, Department of Health and Human Services, phone (03) 6383 6200, email helen.mclean@dhhs.tas.gov.au

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Nurse Unit Manager (508911).

Applications Close:—Friday, 26 February 2010.

Salary:—\$79,725 – \$83,496 p.a.

Nurses (TPS) Award, Nurse Unit Manager.

Permanent full-time day work.

Location:—South.

Duties:—Provide nursing leadership to renal services, incorporating in-centre, acute and home and patient support therapies. Ensure the efficient and effective provision of care, based on clinical standards and best practice principles within a collaborative and multidisciplinary framework by co-ordinating the clinical, management, education and nursing research functions within renal services.

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 Bruce Edwards, Department of Health and Human Services, phone (03) 6222 8200, email bruce.edwards@dhhs.tas.gov.au

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Primary Health Services South

Health Promotion Worker (513108).

Applications Close:—Friday, 12 February 2010.

Salary:—\$65,248 – \$68,223 p.a.

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

Fixed-term part-time day work, working 54.72 hours per fortnight, commencing as soon as possible for a period of 2 years.

Location:—Midlands Multi Purpose Centre.

Duties:—The Health Promotion Worker will work with other health services in the management, leadership, planning, implementation and evaluation of health promotion activities in the Southern Midlands Municipality. You will assist in maintaining, sustaining and improving the health of residents of the Southern Midlands Municipality, with particular emphasis on an individual, group and community basis of the mental, emotional, social and physical health of all ages. You will assist in maintaining, sustaining and improving the health of residents of the Southern Midlands Municipality, with particular emphasis on an individual, group and community basis of the mental, emotional, social and physical health of all ages.

Desirable Requirements:—Co-ordinate and facilitate health promotion projects and activities with the community and other service providers. Develop strategies for collaborative partnerships and community involvement in health promotion programs based on community identified needs. Provide advice to the Regional Health Services Primary Health Care Coordinator and Department of Health and Human Services (DHHS) Health Promotion Coordinator on identified community needs, priority areas and strategic directions for health promotion and community development. Assist in building community infrastructure to sustain the primary health care model.

Enquiries to Sarah Kitchin, Department of Health and Human Services, phone (03) 6254 5044, email sarah.kitchen@dhhs.tas.gov.au

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Primary Health Services South

Maintenance Officer/ Gardener, Casual Relief (519275).

Applications Close:—Friday, 12 February 2010.

Salary:—\$38,264 – \$42,315 pro rata.

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

Fixed-term casual day work (hours as and when require commencing as soon as possible until 6 February 2011).

Location:—Central Highlands Community Health Centre.

Duties:—The Maintenance Officer will undertake a wide range of duties associated with the maintenance of buildings, grounds and equipment at the Central Highlands Community Health Centre Complex. You will provide as required an efficient transport service to community members needing to attend health related appointments within and outside of the municipality, and clients attending the CHCHC Day Centre.

Essential Requirements:—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 Sandy Carmichael, Department of Health and Human Services, phone (03) 6287 1301, email sandy.carmichael@dhhs.tas.gov.au

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Royal Hobart Hospital

Clinical Nurse (509946).

Applications Close:—Friday, 12 February 2010.

Salary:—\$65,595 – \$69,363 p.a.

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

Permanent full-time Shift Work (Fully Rotational).

Location:—Paediatric Clinic, Royal Hobart Hospital.

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

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

Enquiries to Janine Sawford, Nurse Unit Manager of Paediatric Unit, Department of Health and Human Services, phone (03) 6222 8332, email janine.sawford@dhhs.tas.gov.au

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Royal Hobart Hospital

Cook (508070).

Applications Close:—Friday, 12 February 2010.

Salary:—\$48,439 – \$52,727 p.a.

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

Fixed-term full-time daywork, commencing as soon as possible until 7 November 2010.

Location:—Royal Hobart Hospital.

Duties:—Responsible for the daily food preparation and production in the Central Food Production Facility and in accordance with schedules provided.

Desirable Requirements:—Trade or appropriate qualification with a thorough knowledge of and proven experience in large scale food preparation and production. Maintain a high standard of food and personal hygiene and food safety in accordance with the Food Standards Code. Written and oral communication skills appropriate to the position.

Essential Requirements:—Relevant Trades Qualification.

Enquiries to Ange Young, Department of Health and Human Services, phone (03) 6222 8546, email ange.young@dhhs.tas.gov.au

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

*Royal Hobart Hospital***Cook (Pastry) (508068).**

Applications Close:—Friday, 12 February 2010.

Salary:—\$48,439 – \$52,727 p.a.

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

Fixed-term full-time daywork, commencing as soon as possible to 7 November 2010.

Location:—Royal Hobart Hospital.

Duties:—Responsible for the daily food preparation and production in the Central Food Production Facility in accordance with the schedules provided.

Desirable Requirements:—Appropriate trades qualification with knowledge of and experience in pastry cooking including pastry cooking methods and technology. Thorough knowledge and experience with large-scale food preparation, production and cooking. Written and oral communication skills appropriate to the position.

Essential Requirements:—Relevant Trades Qualification.

Enquiries to Ange Young, Department of Health and Human Services, phone (03) 6222 8546, email ange.young@dhhs.tas.gov.au

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

*Royal Hobart Hospital***Customer Service Officer -PIMS (508202).**

Applications Close:—Friday, 12 February 2010.

Salary:—\$42,877 – \$46,722 p.a.

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

Permanent full-time day work.

Location:—South.

Duties:—The Customer Service Officer, PIMS provides clerical support throughout all areas of the service. The position involves a high standard of customer focused reception skills and wide range of clerical functions in support of patient care in accordance with established policies and procedures relating to clinical, financial and administrative requirements for patient services.

Enquiries to Frances Boyle, Department of Health and Human Services, phone (03) 6222 8921, email frances.boyle@dhhs.tas.gov.au

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

*Mental Health Services North West***Clinical Psychologist (503111).**

Applications Close:—Friday, 12 February 2010.

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:—North West.

Duties:—The occupant of this position is required to work within a collaborative and multi-disciplinary framework to deliver quality psychological services according to evidence-based best practice principles. They will provide a specialist psychological assessment and treatment service to clients of the Adult Community Mental Health Team, and their families in accordance with discipline specific skills and abilities. The position includes the promotion of community awareness in relation to mental health, and the provision of consultation services to other services regarding the support and management of clients with mental health needs.

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

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

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

*Mental Health Services Statewide***Project Support Officer (515968).**

Applications Close:—Friday, 12 February 2010.

Salary:—\$48,439 – \$52,727 p.a.

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

Permanent full-time day work.

Location:—St Johns Park, New Town.

Duties:—As the Project Support Officer you will undertake a comprehensive administrative role to the workforce development and training activities within Mental Health Services.

Desirable Requirements:—Demonstrated experience in undertaking administrative and clerical duties including the proven ability to independently prioritise work, meet deadlines and be flexible and adaptable, as a member of a multidisciplinary team. Demonstrated knowledge of, or capacity to acquire, an understanding of relevant legislative frameworks (e.g. Mental Health Act 1996, Medical Practitioners Registration Act 1996) and the processes of registration and credentialing and clinical privileging for medical staff employed by DHHS. Proven proficiency in basic database development and maintenance and the ability to generate both regular and event inspired reports.

Enquiries to Ellen Cross, Department of Health and Human Services, phone (03) 6230 7942, email ellen.cross@dhhs.tas.gov.au

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Mental Health Services Statewide

Senior Policy Consultant (510671).

Applications Close:—Friday, 12 February 2010.

Salary:—\$69,202 – \$81,965 p.a.

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

Permanent full-time day work.

Location:—St Johns Park, New Town.

Duties:—The Senior Policy Consultant will provide leadership, analysis and advice in the development and management of mental health services. This will include development of policies, systems and processes to support an integrated service consistent with Agency and Mental Health Services strategic plans and directions. An immediate priority will be the implementation of Building the Foundations for Mental Health and Wellbeing, A Strategic Framework and Action Plan for Implementing Promotion, Prevention and Early Intervention Approaches (PPEI) in Tasmania.

Desirable Requirements:—Demonstrated capacity at a high level in policy development, service planning, research and evaluation including the ability to produce clear, concise and well written documents frequently with demanding timelines. Demonstrated strategic, conceptual, analytical and creative skills and the capacity to understand and work within the political, social and organisational environment impacting on the Agency. High level interpersonal, communication, collaboration, negotiation and conflict resolution skills including the demonstrated ability to liaise effectively with a wide range of stakeholders including other services of the Department, other levels of government, community groups, consumers and carers.

Enquiries to Jane Austin, Department of Health and Human Services, phone (03) 6230 7812, email jane.austin@dhhs.gov.au

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JUSTICE

COMMUNITY CORRECTIONS

Coordinator Community Service Order Scheme (356213).

Applications Close:—Friday, 12 February 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

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

Location:—Hobart.

Duties:—Design, develop and implement standards and guidelines for the State-wide Community Service Order (CSO) Scheme. Undertake recruitment, induction and professional development for staff in accordance with Community Corrections learning and development framework. Oversee and monitor the work of the State-wide CSO Unit, including caseload allocation, quality assurance and monitoring project performance.

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted; Conviction 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:—Satisfactory completion of an appropriate course of study at a recognised tertiary institution.

Enquiries to Ginna Webster, Director, Community Corrections, Department of Justice, phone (03) 6233 4753, email ginna.webster@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 Ginna Webster on (03) 6233 4753.

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

WORKPLACE STANDARDS TASMANIA

Inspectorate

North Western Region

Administrative Support Officer (355709).

Applications Close:—Friday, 12 February 2010.

Salary:—\$43,406 – \$47,341 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term full-time 73.5 hours per fortnight, commencing 1 March 2010 for a period of 6 months.

Location:—Burnie.

Duties:—Provide administrative support, including organising appointments and travel arrangements, managing records, filing systems and mail and assisting in the preparation of documentation including draft minutes, briefings, ministerial and other correspondence. Act as first point of contact for both personal and telephone enquiries including dealing with sensitive issues and a diverse clientele.

Enquiries to Rebecca Smith, Administration Officer, Workplace Standards Tasmania, Department of Justice, phone (03) 6434 6320, email rebecca.smith@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 Rebecca Smith on (03) 6434 6320.

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

HUMAN RESOURCES

Police Academy

Hospitality Services Assistant (001342).

Applications Close:—Friday, 12 February 2010.

Salary:—\$33,637 – \$41,899 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Permanent full-time.

Location:—Rokeby.

Duties:—Assist with catering tasks including the preparation and serving of meals, and with the cleaning and preparation of accommodation at the Police Academy, Rokeby.

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:—Appropriate training and/or experience in the hospitality industry is desirable.

Enquiries to Ms Lyn Bick, Seryery Supervisor, Police Academy, Human Resources, Department of Police and Emergency Management, phone (03)6230 2056, email lyn.bick@police.tas.gov.au

Applications to Ms Helen Jordan, Coordinator, Employment Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, Tas. 7001, phone (03) 6230 2806, fax (03)6230 2119, email applications@police.tas.gov.au

Applicants should address the knowledge and skills (selection criterias outlined in the Statement of Duties. Applications forwarded by email receive an automatic response upon successful transmission. If no automated message is received within 24 hours, there may be a network, provider or system error which could prevent the application being received within DPEM. If no acknowledgement or system generated response is received please contact Employee Relations 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

NORTHERN DISTRICT

Northern Prosecution Services

Legal Officer (006000).

Applications Close:—Friday, 12 February 2010.

Salary:—\$42,391 – \$80,010 p.a.

Legal Practitioners Award, Level 1 - Level 2.

Fixed-term full-time (2 years) appointment to level/salary will be dependent on applicant qualifications and experience.

Location:—Launceston.

Duties:—Safe at Home is a whole-of-government strategy for responding to, reducing and preventing incidents of family violence in Tasmania. The strategy aims to break the cycle of family violence by adopting a pro-arrest pro-prosecution approach and by integrating and extending the range of services available to support the victims of family violence including children. The Legal Officer will undertake litigation on behalf of, and provide legal services and support to, the Department of Police and Emergency Management with particular emphasis on matters relating to family violence.

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.

Other Essential Requirements:—Level 1 - Admitted or eligible to be admitted as a Legal Practitioner of the Supreme Court under the provisions of the Legal Profession Act 1993.

Level 2 - Admitted, or qualified for and entitled to be admitted, as a Barrister or a practitioner of the Supreme Court of Tasmania under the provisions of the Legal Profession Act 1993 with more than 2 years relevant post admission experience.

Enquiries to Mr Mark Miller, Principal Legal Officer, Legal Services, Corporate Services, Department of Police and Emergency Management, phone (03) 6230 2382, email mark.miller@police.tas.gov.au

Applications to Coordinator, Employee Relations, 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 criterias outlined in the Statement of Duties. Applications forwarded by email receive an automatic response upon successful transmission. If no automated message is received within 24 hours, there may be a network, provider or system error which could prevent the application being received within DPEM. If no acknowledgement or system generated response is received please contact Employee Relations 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

SOUTHERN DISTRICT

*Southern Regional Prosecution Services***Legal Officer (002941).**

Applications Close:—Friday, 12 February 2010.

Salary:—\$42,391 – \$53,848 p.a.

Legal Practitioners Award, Level 1.

Fixed-term full-time (2 years).

Location:—Hobart.

Duties:—Safe at Home is a pro arrest, pro prosecution response to family violence that integrates and extends the range of services available to support victims and children. Safe at Home Legal Practitioners will provide prosecutorial support to the Department, in particular, matters relating to family violence issues.

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.

Qualifications and Experience:—Admitted or eligible to be admitted as a Legal Practitioner of the Supreme Court under the provisions of the *Legal Profession Act 1993*.

Enquiries to Mr Mark Miller, Principal Legal Officer, Legal Services, Corporate Services, Department of Police and Emergency Management, phone (03) 6230 2382, email mark.miller@police.tas.gov.au

Applications to Coordinator, Employee Relations, 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 criterias outlined in the Statement of Duties. Applications forwarded by email receive an automatic response upon successful transmission. If no automated message is received within 24 hours, there may be a network, provider or system error which could prevent the application being received within DPEM. If no acknowledgement or system generated response is received please contact Employee Relations 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

STATE EMERGENCY SERVICE

State Headquarters

Project Officer (002893).

Applications Close:—Friday, 12 February 2010.

Salary:—\$66,073 – \$69,098 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Fixed-term full-time to 31 December 2010.

Location:—Hobart.

Duties:—To provide support to the Assistant Director (Policy and Programmes) for ensuring the efficient and effective performance of the obligations imposed upon the Department through its funding agreements relating to specific emergency management projects and disaster mitigation programme 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. 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:—Holder of a current driver's licence. Appropriate tertiary qualifications. Project management experience.

Enquiries to Mr Chris Beattie, Assistant Director (Policy and Programmes), Department of Police and Emergency Management, G.P.O. Box 308, Hobart, Tas. 7001, phone (03) 6230 2772, fax (03) 6230 2119, email chris.beattie@police.tas.gov.au

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

Applicants should address the knowledge and skills (selection criterias outlined in the Statement of Duties. Applications forwarded by email receive an automatic response upon successful transmission. If no automated message is received within 24 hours, there may be a network, provider or system error which could prevent the application being received within DPEM. If no acknowledgement or system generated response is received please contact Employee Relations 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

*North West Region***Clerical Support Officer (520024).**

Applications Close:—Monday, 15 February 2010.

Salary:—\$46,010 – \$50,181 p.a.

Tasmanian State Service Award, TFS General Stream, Band 2.

Permanent full-time.

Location:—15 Three Mile Line Burnie.

Duties:—To be an effective member of the North West Region team providing clerical support to all Tasmania Fire Service (TFS) members within the Region, along with providing information, and support to both internal and external customers on a broad range of TFS products and services.

Desirable Requirements:—Certificate III in Business or equivalent qualification or progress towards attaining this qualification.

Knowledge of Microsoft Office applications a distinct advantage.

A 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 Nardene Reeves on (03) 6434 6723 or from www.jobs.tas.gov.au

Enquires to Nardene Reeves on (03) 6434 6723.

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

CORPORATE SERVICES

*Finance, Facilities and Business Services***Graduate Finance Analyst (703065).**

Applications Close:—Friday, 12 February 2010.

Salary:—\$49,097 – \$63,737 p.a.

Tasmanian State Service Award, Graduate.

Fixed-term full-time from asap for 2 years.

Location:—Hobart.

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

Duties:—Assist in the planning, developing and implementing of processes associated with budgeting, accounting and financial reporting within the Department.

Essential Requirements:—A university degree in a relevant discipline.

Desirable Requirements:—A business degree that enables the applicant to complete the Certified Practising Accountant or the Institute of Chartered Accountants in Australia postgraduate program.

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 Adrian Pearce, phone (03) 6233 5697, email Adrian.Pearce@dpiuwe.tas.gov.au

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

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

INFORMATION AND LAND SERVICES

*Land Titles Office***Cadastral Service Officer (701586).**

Applications Close:—Friday, 12 February 2010.

Salary:—\$49,097 – \$53,441 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—Hobart.

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

Duties:—Provide a quality assurance service for plans submitted for public record.

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 Rosanne Rutledge, phone (03) 6233 2715, email rosanne.rutledge@dpiuwe.tas.gov.au

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

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

PARKS AND WILDLIFE SERVICE

Field Officer, Band 2 and 3 (Several vacancies).

Applications Close:—Friday, 19 February 2010.

Salary:—\$43,406 – \$53,441 p.a.

Tasmanian State Service Award.

Vacancy No. Several Vacancies.

Permanent full-time.

Location:—South, North and North West.

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

Duties:—Implements the Field Centre operational plans, carries out works to maintain field centre infrastructure and facilities for the conservation and sustainable use of natural and cultural resources.

Desirable Requirements:—For, Band 3 Field Officers it is desirable that you have a Trade Certificate in a relevant discipline relevant to the duties.

Applications must specifically address the selection criteria as detailed in the Statement of Duties, specify order of preference to region, quote vacancy title and band, be marked Personal and Confidential.

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

Enquiries to Martin O'Dea, phone (03) 6233 2336, email Martin.Odea@parks.tas.gov.au

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

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

PARKS AND WILDLIFE SERVICE

Field Officer, Building Works Supervisor (Several Vacancies).

Applications Close:—Friday, 19 February 2010.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Southern/Northern/North West Regions.

Duties:—Construct and manage minor facilities and infrastructure in accordance with approved plans and standards. Prepare and implement infrastructure maintenance programs.

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 drivers licence.

Applications must specifically address the selection criteria as detailed in the Statement of Duties, specify order of preference to region, quote vacancy title and band, be marked Personal and Confidential.

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

Enquiries to Martin O'Dea, phone (03) 6233 2336, email martin.odea@parks.tas.gov.au

Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart 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

Rangers (Band 3-5) (Several Vacancies).

Applications Close:—Friday, 19 February 2010.

Salary:—\$49,097 – \$69,098 p.a.

Tasmanian State Service Award.

Permanent full-time.

Location:—Southern, Northern and North-West regions.

Commencing salary will be determined within the classification band and in accordance with qualifications and previous relevant experience. A percentage salary loading may be payable in addition to the annual award salary for those employees who are authorised to undertake work on weekends, public holidays, outside normal working hours and for performing first aid duties.

This recruitment process may be used to fill vacancies which occur within the next 6 months.

Duties:—Depending on the classification band successful candidates will be required to undertake activities that support the implementation and/or management of field centre operations to achieve the conservation and sustainable use of natural and cultural resources.

Essential Requirements:—

Band 3: A Workplace, Level 2 First Aid Certificate.

Band 4: A minimum of five years experience in reserve management or equivalent experience. A workplace, Level 2 First Aid Certificate. To access, Band 4 Range 2 salary levels the following are essential: A Diploma in Conservation and Land Management or other qualifications deemed equivalent.

Band 5: As per all essential requirements for, Band 4.

Desirable Requirements:—Band 3: Certificate III in Conservation and Land Management or equivalent qualifications.

Band 4: A Diploma in Conservation and Land Management or other qualifications deemed equivalent and a current motor vehicle driver's licence.

Band 5: A current motor vehicle driver's licence.

Applications must specifically address the selection criteria as detailed in the Statement of Duties, specify order of preference to region, quote vacancy title and band, be marked Personal and Confidential.

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

Enquiries to Martin O'Dea, phone (03) 6233 2336, email martin.odea@parks.tas.gov.au

Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart 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

Regional Volunteer Coordinator (705699).

Applications Close:—Friday, 12 February 2010.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Prospect.

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

Duties:—Coordinate the Regional Volunteer Program, including facilitating community conservation groups and co-ordinating volunteers to assist the Parks and Wildlife Service achieve corporate goals, whilst providing rewarding experiences for volunteers.

Essential Requirements:—A current motor vehicle drivers licence.

Desirable Requirements:—A workplace, Level 2 First Aid Certificate, or equivalent or the ability acquire prior to appointment.

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

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

Enquiries to Anthony Ross, phone (03) 6336 5326, email Anthony.Ross@parks.tas.gov.au

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

TASMANIAN POLYTECHNIC

LEARNING AND TEACHING

Teacher (Enrolled Nursing) (002054).

Applications Close:—Friday, 12 February 2010.

Salary:—\$48,577 – \$75,323 pro rata.

Post Year 10 Teaching Staff Award, Band 1.

Fixed-term part-time (0.9 FTE, 63 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 Enrolled Nursing.

Essential Requirements:—Hold a current Practising Certificate issued 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.

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 Ian Wallace, Workforce Learning Leader, Tasmanian Polytechnic, phone (03)6245 8092, email Ian.Wallace@polytechnic.tas.edu.au

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

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

Education Facility Attendant, Cafe Supervisor (001532).

Applications Close:—Friday, 12 February 2010.

Salary:—\$40,360 – \$48,433 p.a.

Miscellaneous Workers (Public Sector) Award, Educational Facility Attendant, Level 4 .

Permanent full-time.

Location:—South.

Duties:—Under limited supervision, may supervise staff engaged in kitchen assistant duties in café operations.

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.

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:— Experience in the operation of a cafeteria or restaurant. Certificate in Hospitality (Cookery) or qualification deemed equivalent.

Enquiries to Sarah Carson, Hospitality Coordinator, Tasmanian Polytechnic, phone (03)6233 9641, email Sarah.Carson@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.

TASMANIAN POLYTECHNIC

SHARED SERVICES

Education Facility Attendant, Supervisor (322519).

Applications Close:—Friday, 12 February 2010.

Salary:—\$40,360 – \$48,433 p.a.

Miscellaneous Workers (Public Sector) Award, Educational Facility Attendant, Level 4 .

Permanent full-time.

Location:—South.

Duties:—Perform the full range of cleaning duties and/or kitchen assistant duties and, in addition, undertake duties which contribute, at a high level, to the maintenance programme of the 3 PY10 entities.

Under limited supervision, may supervise staff engaged in routine cleaning or kitchen assistant duties.

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.

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:— To have completed a recognised training program/s in the areas covered by the assigned primary duties. Fork lift licence. First aid certificate.

Enquiries to Chris Jacobs, Facilities Manager, Tasmanian Polytechnic, phone (03)6245 8086, email Chris.Jacobs@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

SHARED SERVICES

Client Services

Client Services Officer (000957).

Applications Close:—Friday, 12 February 2010.

Salary:—\$43,406 – \$47,341 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time.

Location:—South.

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 Chris Symons, Senior Regional Manager, Client Services, Tasmanian Polytechnic, phone (03) 6233 8394, mobile 0408 135 931, email chris.symons@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

REVENUE, GAMING AND LICENSING DIVISION

Liquor and Gaming Branch

Technical Officer (723761).

Applications Close:—Friday, 19 February 2010.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Hobart.

Duties:—Provide assistance with the evaluation, implementation, approval and operation of gaming devices, gaming and systems used in all forms of gaming, including interactive gaming and wagering activities and the operation of betting exchanges including performing system and financial audits. In the context of the selection criteria, to be successful in the position applicants will have (or have the ability to acquire quickly) the technical skills to provide advice on the evaluation, implementation, operation and effective maintenance of gaming devices, gaming equipment and gaming systems used in all forms of gaming; and good stakeholder relationship management skills.

Desirable Requirements:—Diploma or Advanced Diploma, completion, or partial completion, of relevant tertiary qualifications.

Enquiries to Glenn Gibson, Manager, Technical and Systems Audit, Liquor and Gaming Branch, Department of Treasury and Finance, phone (03) 6233 4563, email glenn.gibson@treasury.tas.gov.au

Applications to Recruitment Officer, Human Resources Branch, Department of Treasury and Finance, phone (03) 6233 3483, 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 the Recruitment Officer 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>
Economic Development, Tourism & the Arts	Small Business Development Director	A. Castray	6 months	01.02.10
Education	Teacher Aide Special	S. Blackberry	6 months	08.02.10
Education	Principal	J. Schibrowski	6 months	25.01.10
Education	Network Support Officer	B. Pimm	6 months	27.01.10
Education	Network Support Officer	D. Parker	6 months	25.01.10
Education	Teacher Aide Special	D. Mohor	6 months	08.02.10
Education	School Attendant	C. Brinckman	6 months	01.02.10
Health & Human Services	Tradesperson (Electrical)	N. Nazarov	6 months	01.02.10
Health & Human Services	Administrative Assistant	K. Wayne	6 months	19.01.10
Health & Human Services	Registered Nurse	T. Rinaudo	6 months	02.02.10
Health & Human Services	Ambulance Officer (Certificate of Equivalence)	A. Shephard	6 months	19.01.10
Health & Human Services	Senior Tradesperson (Mechanical)	B. Jennings	6 months	01.02.10

Health & Human Services	Registered Nurse	T. Rinaudo	6 months	02.02.10
Health & Human Services	Community Mental Health Nurse	W. Oldfield	6 months	12.01.10
Health & Human Services	Senior Tradesperson (Electrician)	P. McMahon	6 months	01.02.10
Health & Human Services	Physiotherapist	M. Silvy	6 months	25.01.10
Health & Human Services	Ambulance Officer (Certificate of Equivalence)	D. Kotynia	6 months	19.01.10
Health & Human Services	Medical Scientist	J. Lisson	6 months	11.02.10
Health & Human Services	Tradesperson (Mechanical)	B. Blackmore	6 months	01.02.10
Health & Human Services	Ambulance Officer (Certificate of Equivalence)	M. Simpson	6 months	19.01.10
Health & Human Services	Administrative Assistant	S. Melross	6 months	27.01.10
Health & Human Services	Administrative Assistant	T. Stewart	6 months	15.01.10
Health & Human Services	Dietitian	A. Fernandez	6 months	02.02.10
Health & Human Services	Ambulance Officer (Certificate of Equivalence)	A. Smith	6 months	19.01.10
Health & Human Services	Ambulance Officer (Certificate of Equivalence)	V. Aitken	6 months	19.01.10
Health & Human Services	Ambulance Officer (Certificate of Equivalence)	B. Pendrey	6 months	19.01.10
Infrastructure, Energy & Resources	Environmental Officer	R. Shaw	6 months	01.02.10
Justice	Audit & Investigation Officer	D. Appleyard	6 Months	25.01.10
Justice	Advisory Program Coordinator	A Harradence	6 months	25.01.10
Justice	Groundsman	J. Chapman	6 months	27.01.10
Police & Emergency Management	Maintenance Officer	N. Eadie	6 months	01.02.10
Primary Industries, Parks, Water & Environment	Ranger in Charge (Tamar)	R. Dakin	6 months	15.02.10

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	M. Robertson	IT Support Officer	27.01.10
Education	G. Hevey	Network Support Officer	27.01.10
Education	S. Gill	Principal	25.01.10
Health & Human Services	A. Managanas	Clinical Nurse Consultant	09.02.10
Health & Human Services	R. Cavarretta	Policy Analyst	11.01.10
Health & Human Services	A. Godfrey	Senior Occupational Therapist	20.01.10

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	School Attendant	K. Bakes	27.01.10
Primary Industries, Parks, Water & Environment	Executive Officer	R. Jones	28.02.10

Resignation of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Teacher	C. McIntyre	20.01.10
Health & Human Services	CSSD Technician	V. Smith	09.01.10
Health & Human Services	Registered Nurse	E. Cloudsdale	03.01.10
Health & Human Services	Administrative Assistant	A. Mourtzakis	22.01.10
Health & Human Services	Physiotherapist	S. Trenwith	22.01.10
Health & Human Services	Specialist Medical Officer	A. Misrachi	15.01.10
Health & Human Services	Senior Medical Officer	M. Bicevskis	15.01.10
Justice	Administrative Officer	L. Saville	25.01.10



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