



# TASMANIAN STATE SERVICE NOTICES

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

## Vacancies—General Information

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

[www.jobs.tas.gov.au](http://www.jobs.tas.gov.au)

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

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

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

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

### Further Information

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

### Submission of Applications

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

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

### Fixed-Term Appointment

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

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

### Fixed-Term Employment Registers

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

## Tasmanian Government Gazette

Email text copy to

**govt.gazette@thepat.com.au**

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

### State Service Notices

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

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

#### Order Information

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

#### Deadlines

*Government Gazette* :—  
Copy must be received by Print Applied Technology Pty Ltd by **last mail or 4pm Friday** prior to publication.

*State Service Notices—Vacancy, Direct Selection and Staff Movement Notices*:—Information is to be entered on the jobs system by **6 p.m. Friday** prior to publication  
Telephone (03) 6233 6687

**Deadlines will be strictly adhered to**

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

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

TOURISM TASMANIA

#### Project Officer (multiple)

Applications Close:—Friday, 22 January 2010.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Vacancy No. Generic,

Permanent full-time

Location:—Hobart

Duties:—Provide project, research and high, Level administrative support to a business unit to enable Tourism Tasmania to achieve its corporate objectives.

Enquiries to Tracey Clark for a copy of the Statement of Duties on (03) 6336 3183 or email [tracey.clark@tourism.tas.gov.au](mailto:tracey.clark@tourism.tas.gov.au), Department of Economic Development, Tourism and the Arts.

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](mailto:applications@development.tas.gov.au)

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

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

TOURISM TASMANIA

*Infrastructure and Industry Development*

#### Manager Infrastructure Development (705978)

Applications Close:—Friday, 22 January 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 Infrastructure and Investment. 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 or proven management experience and achievement in a similar senior role.

Enquiries to Robyn Geason for a copy of the Statement of Duties on (03) 6230 8360 or email [Robyn.Geason@tourism.tas.gov.au](mailto:Robyn.Geason@tourism.tas.gov.au). For further information about the position please contact Sophie Muller, Head of Infrastructure & Investment, Department of Economic Development, Tourism and the Arts, phone (03) 6230 8360, email [Sophie.Muller@tourism.tas.gov.au](mailto:Sophie.Muller@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](mailto:applications@development.tas.gov.au)

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

HEALTH AND HUMAN SERVICES

HUMAN SERVICES

#### Manager Disability Services, SW (518898)

Applications Close:—Friday, 22 January 2010.

Salary:—\$102,233 p.a.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional Manager, Level 5 Grade 2.

Permanent full-time day work

Location:—Disability Services, South West

Duties:—

The Manager is a senior member of the Disability, Child, Youth & Family Services Executive (South West) and has primary responsibility for managing and co-ordinating professional and administrative service delivery for disability services in South West Tasmania.

The job is responsible for ensuring the effective and efficient provision of a variety of professional services and programs delivered and funded by Disability Services, and the provision of high, Level advice and analysis to the Area Director, Disability Child Youth & Family Services (South West) with regard to policy directions and service development of the disability sector.

The Manager acts in accordance with agreed National and State strategic directions, service standards and best practice, works to achieve agreed Agency financial and service delivery performance targets, and contributes to ongoing policy and strategic agendas at the regional and state, Levels.

The job has significant responsibility for managing assigned human, financial and physical resources and supports the optimal management of resources assigned to the government disability service sector.

**Desirable Requirements:**—Significant high, Level experience in the management and leadership of professionals. Contemporary management skill in service delivery, strategic planning, policy development, human resources, business, project, change and information management.

High-level strategic, conceptual, analytical and creative skills, along with the ability to plan and prioritise activities, formulate sound professional judgments and provide appropriate analysis of research of relevance to the sector.

Highly developed professional frame of reference encompassing interpersonal, communication, supervision, representation, conflict resolution and negotiation skills, including the ability to negotiate and work collaboratively with senior internal and external stakeholders.

**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 Michael Plaister, Department of Health and Human Services, phone (03) 6230 7926, email michael.plaister@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 (500931)**

Applications Close:—Friday, 22 January 2010.

Salary:—\$58,055 – \$69,363 p.a.

Nurses (TPS) Award, Community FCH Nurse.

Permanent full-time day work

Location:—Children & Family Services, South West

Duties:—

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

**Desirable Requirements:**—Minimum of 3 years post basic registration nursing experience and holds a relevant tertiary qualification or is working towards same. Comprehensive

knowledge of the principles of primary health care and ability to apply these principles in practice. Demonstrated clinical skills appropriate to the area of family and child health nursing.

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

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 Kate Albury, Department of Health and Human Services, phone (03) 6230 7879, email kate.albury@dhhs.tas.gov.au

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

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

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

Applications Close:—Friday, 29 January 2010.

Salary:—\$69,974 – \$80,262 p.a.

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

Fixed-term part-time day work (75.0 hours per fortnight) commencing as soon as possible until 30 July 2010

Location:—Disability Services, Hobart

**Duties:**—In accordance with Agency policy and direction, legal requirements and professional competence, provide clinical psychology services within the statewide Autism Spectrum Disorder Assessment and Diagnosis Team, including providing diagnostic autism spectrum disorder (ASD) assessments for people from 0-17 years of age.

Undertake the delivery of quality client and family support services, based on best practice principles and within a collaborative and multidisciplinary framework. Promote community awareness in relation to Autism Spectrum Disorder.

Within the Statewide Autism Assessment and Diagnosis Team deliver high quality evidence-based outcomes for individuals and their families, ensure best practice standards for clinical psychology services provided by the team and assist, as required, with co-ordination and management of the service as a whole.

Participate as a member of the team in the development of service policies and guidelines for the Statewide Autism Spectrum Disorder Assessment and Diagnosis Team in collaboration with other government and non-government agencies and clients and families.

Establish and maintain service partnerships and work collaboratively to build networks with relevant service providers in the government and community sector.

**Desirable Requirements:**—Post-graduate degree in clinical psychology, 2 years post-registration supervision and significant clinical experience in the human services sector.

Strong knowledge and understanding of contemporary approaches to diagnostic assessment and clinical interventions for people with autism. A strong understanding of family-centred, capacity building and collaborative multi-disciplinary processes.

Broad experience in the delivery of psychological services. Demonstrated commitment to current evidence-based knowledge, including the provision of professional development services. Experience working in the field of autism will be an advantage.

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

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

Enquiries to Ruth McBrien, Department of Health and Human Services, phone (03) 6230 7546, email ruth.mcbrien@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*

#### **Project Officer (518324)**

Applications Close:—Friday, 22 January 2010.

Salary:—\$69,202 – \$81,965 p.a.

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

Fixed-term part-time day work (45.60 hours per fortnight) commencing as soon as possible until 31 March 2011

Location:—Disability, Child, Youth and Family Services, Hobart

Duties:—Assist the Youth Justice Services team members with the development, implementation, co-ordination, delivery and evaluation of a case management project, Community Service Order and Court Mandated Drug Diversion programs in Youth Justice.

Desirable Requirements:—Demonstrated project management and policy development experience and knowledge of contemporary project and contract management practices and techniques. Demonstrated case management experience and/or experience in working with young people and service providers. Demonstrated ability to apply contemporary management techniques in a complex and rapidly changing environment, to monitor effectiveness, efficiency and quality and to deliver results.

Enquiries to Miranda Sonners, Department of Health and Human Services, phone (03) 6233 8508, mobile 0437 944 452, email miranda.sonners@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*

#### **Senior Practice Consultant (501675)**

Applications Close:—Friday, 22 January 2010.

Salary:—\$80,262 – \$88,771 p.a.

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

Fixed-term full-time day work commencing as soon as possible until 24 December 2010

Location:—Children & Family Services, South West

Duties:—In collaboration with line management take a lead role in the establishment of high standards of ethical and professional practice through the provision of professional improvement consultation, support and development; and to promote and contribute to quality improvement and assurance in services to children and families consistent with statutory requirements.

Desirable Requirements:—Minimum of five years experience in the delivery of human / family services. Demonstrated understanding of the organization, delivery and management of complex human / family services in statutory public sector agency. High, Level assessment, analytical and conceptual skills.

Essential Requirements:—University acquired degree or diploma in a humanities field.

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 Stuart Oldfield, Department of Health and Human Services, phone (03) 6230 7654, email stuart.oldfield@dhhs.tas.gov.au

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

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

#### **Team Leader-Children & Young Persons Program, FVCSS, NW (515201)**

Applications Close:—Friday, 22 January 2010.

Salary:—\$69,974 – \$80,262 p.a.

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

Permanent part-time day work (45.6 hours per fortnight)

Location:—Children & Family Services, North West

Duties:—Co-ordinate the work of a team of professionals who provide services to children and young people affected by family violence as part of the multidisciplinary Family Violence Service established through the Government's Safe at Home initiative.

Co-ordinate the provision of specialist programs that incorporate multi-level assessments and interventions to address the needs of children and young people affected by family violence.

Contribute to the provision of an integrated response to children and young people affected by family violence in accordance with practice standards, agency policy and protocols.

Desirable Requirements:—Comprehensive knowledge of family violence with demonstrated experience in the provision of support and/or therapeutic services to children and young people with complex care needs including the ability to liaise effectively with family members and other service providers involved in their care.

Proven experience in leading a team of professionals, including knowledge of contemporary leadership practices, purchasing of services, best practice methods, quality improvement and the ability to monitor efficiency and effectiveness.

Highly developed self-management skills including the ability to plan, organize and prioritise workloads, while demonstrating adaptability and flexibility and commitment to a team-based approach to work in an environment subject to work pressure and change.

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 Jane Fleming, Department of Health and Human Services, phone (03) 6336 2283, email jane.fleming@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*

#### **Youth Worker (AYDC), Multiple Vacancies—3 Vacancies**

Applications Close:—Friday, 29 January 2010.

Salary:—\$42,877 – \$45,538 p.a.

Health and Human Services (Tasmanian State Service) Award, Youth Worker Class 1.

Vacancy No. 513541,

Permanent full-time shift work

Location:—Ashley Youth Detention Centre, Deloraine

Vacancy No. 513576,513577,513582,

Permanent part-time shift work (40 hours per fortnight)

Location:—Ashley Youth Detention Centre, Deloraine

Vacancy No. 513899,

Fixed-term casual shift work (as and when required) commencing as soon as possible for a period of 12 months

Location:—Ashley Youth Detention Centre, Deloraine

Duties:—Provide and maintain a safe and secure environment that enhances the well being of young people within a custodial setting. As part of an interdisciplinary team, participate in the development and implementation of programs and activities for young people in custody that meet case management outcomes consistent with a restorative justice framework.

Desirable Requirements:—Demonstrated understanding of adolescent development issues including the ability to identify factors contributing to youth offending. Ability to provide high quality supervision of young people in custody across a range of situations, including indoor and outdoor locations at Ashley Youth Detention Centre and in the community. Proven ability to develop and implement programs, services and activities as detailed in case plans that meet the developmental needs of young people in custody for rehabilitation, education, recreation and vocational training. Demonstrated understanding of casework principles for young people in custody and the ability to translate this into practice.

Essential Requirements:—Physical fitness, medical suitability and psychological characteristics appropriate for custodial duties.

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 Fiona Atkins, Department of Health and Human Services, phone (03) 6362 2311, email fiona.atkins@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

#### **Finance Director (519084)**

Applications Close:—Friday, 29 January 2010.

Salary:—\$101,638 – \$111,802 p.a.

Senior Executive, Level 1.

Fixed-term full-time day work. Notwithstanding, hours per fortnight may be negotiated with the successful applicant. To commence as soon as possible for a 5 year period.

Location:—North West Area Health Service, Ulverstone

The purpose of the role is to provide leadership to ensure that the strategic financial and performance direction of North West Area Health Service (NWAHS) are delivered in accordance with the Department of Health and Human Services (DHHS) operational framework.

The outcome of the role is management of financial resources to maximize the business outcomes for NWAHS and DHHS in serving the public.

The main focuses of the duties include:

As a member of the NWAHS Executive Team play a key role in setting strategic direction which enhances NWAHS patient care capability, viability and reputation as a leading tertiary teaching and research provider; and achieving performance targets agreed with Health Services and the Department.

To ensure the strategic and financial performance direction of the NWAHS is delivered in accordance with the Department of Health and Human Services (DHHS) operational framework

To provide leadership and direction to the corporate support services of the NWAHS, including Environmental Services, Hotel Services, Facilities and Engineering and Information Systems.

**Desirable Requirements:**—Extensive experience in and knowledge of, business and financial management of large complex organizations. High, Level resource management skills and experience and knowledge of contemporary management practice. Knowledge and understanding of the current issues impacting on the health service with in particular knowledge as it relates to financial management within the health service.

Enquiries to Melissa Richards, Department of Health and Human Services, phone (03) 64265676, email [melissa.richards@dhhs.tas.gov.au](mailto:melissa.richards@dhhs.tas.gov.au)

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

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## HEALTH AND HUMAN SERVICES

### NORTH WEST AREA HEALTH SERVICE

#### *Mersey Community Hospital*

#### **Supervisor PIMS (515509)**

Applications Close:—Friday, 22 January 2010.

Salary:—\$53,384 – \$62,872 p.a.

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

Fixed-term full-time day work. Notwithstanding, hours per fortnight may be negotiated with the successful applicant. To commence as soon as possible until the 30 June 2010.

Location:—Patient Information Management Services, Mersey Community Hospital

**Duties:**—Supervise and co-ordinate the daily activities of staffing within Patient Information Services and associated areas in consultation with the Regional Manager. Participate in goal setting, strategic planning, programme development and evaluation of the service to ensure the department adheres to legislative requirements in its management of patient information.

**Desirable Requirements:**—Demonstrated ability to manage human and physical resources within a contemporary health care environment together with proven previous supervisory experience. Demonstrated high, Level of written and oral communication skills, including the ability to liaise and negotiate with personnel from a wide range of disciplines both clinical and non-clinical. High, Level knowledge and experience in Medical Records Management including computerised Health Information Systems with the ability to undertake analysis of data and reports.

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

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## HEALTH AND HUMAN SERVICES

### NORTH WEST AREA HEALTH SERVICE

#### *North West Regional Hospital*

#### **Clinical Nurse (Diabetes) (502176)**

Applications Close:—Friday, 5 February 2010.

Salary:—\$65,595 – \$69,363 p.a.

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

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

Location:—North West Regional Hospital, Burnie and Devonport Community Health Centre

**Duties:**—Applications are sought for a motivated experienced credentialed diabetes nurse educator (or working to same) to work in conjunction with the multidisciplinary Diabetes Centre team to provide diabetes education and advice to patients and health professionals within the acute care setting and in conjunction with their primary care providers. To provide advanced clinical care that is in accordance with requirements and meets the psychological, physical and spiritual needs of patients with diabetes and their families. To collaborate with other members of the health care team to ensure the delivery and evaluation of diabetes nursing care. To plan, implement and evaluate educational programs for both patients with diabetes, community groups and other health professionals, and in conjunction with the patient plan, implement and evaluate an educational programme to meet their learning and diabetes health care needs.

**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 Giuliana Murfet, Department of Health and Human Services, phone (03) 6430 6591, email [giuliana.murfet@dhhs.tas.gov.au](mailto:giuliana.murfet@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 Nurse Educator (Surgical Central) (517137)**

Applications Close:—Friday, 22 January 2010.

Salary:—\$74,477 – \$79,725 p.a.

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

Fixed-term full-time day work, commencing asap to 9 January 2011. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—North West Regional Hospital, Burnie

Duties:—The role of the clinical nurse educator is to facilitate and support the development of the nursing workforce, including students, by planning, promoting, co-ordinating, implementing and evaluating education programs in the clinical practice setting.

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

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 Nurse Educator, Education & Training Programs (513380)**

Applications Close:—Friday, 22 January 2010.

Salary:—\$74,477 – \$79,725 p.a.

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

Fixed-term full-time day work, commencing asap to 9 January 2011. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—North West Regional Hospital, Burnie

Duties:—Manage the delivery of a wide range of education and training programs including the Re-entry to Practice Programme for Registered and Enrolled Nurses. Contribute to the ongoing development enhancement and evaluation of these and other education and training programs.

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

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***Registered Nurse (502216)**

Applications Close:—Friday, 22 January 2010.

Salary:—\$49,012 – \$64,842 pro rata.

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

Permanent part-time shift work, working 40 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—North West Regional Hospital, Burnie

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

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

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

Enquiries to Hayley Elmer, Department of Health and Human Services, phone (03) 6430 6565, email hayley.elmer@dhhs.tas.gov.au

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## HEALTH AND HUMAN SERVICES

## NORTH WEST AREA HEALTH SERVICE

*North West Regional Hospital***Senior Dietitian (502056)**

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 Regional Hospital, Burnie

Duties:—Provide a clinical dietetic service at the North West Regional Hospital (NWRH) and other sites within the North West Area Health Service as directed by the Manager, Nutrition and Dietetics. Support the Manager, Nutrition and Dietetics by assisting with the provision of clinical leadership and professional support by helping to ensure nutrition and dietetic services provided are in accordance with organisational policies, best practice standards and the Dietitians Association of Australia (DAA) code of conduct.

Essential Requirements:—Approved Bachelor of Science degree, or equivalent, from a University or other tertiary institution, majoring in appropriate subjects, and a graduate diploma or post graduate degree course in dietetics of one or two years, or an approved four year undergraduate degree

majoring in nutrition and dietetics at a recognised Australian tertiary institution, or a pass in the Dietitians Association of Australia (DAA) examination in dietetics for overseas trained dietitians.

Enquiries to Sarah O'Keefe, Department of Health and Human Services, phone (03) 6430 6597, email sarah.okeefe@dhhs.tas.gov.au

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## HEALTH AND HUMAN SERVICES

### NORTH WEST AREA HEALTH SERVICE

#### *Primary Health Services North West*

#### **Community Health Nurse (502622)**

Applications Close:—Friday, 22 January 2010.

Salary:—\$58,055 – \$69,363 pro rata.

Nurses (TPS) Award, Community FCH Nurse.

Permanent part-time shift work (evening shift), working 22.5 hours per fortnight.

Location:—Devonport Community Health Centre

Duties:—Functions as an advanced clinical practitioner in nursing, using evidenced based practices in accordance with Primary Health Care principles, Agency Policies, legal requirements and professional competencies. The Community Health nurse provides nursing care to individuals and families, participates in community needs assessments and the development and implementation of health promotion programs, collaborates with other members of the health care team to ensure the delivery of high quality health care, and recognises that the health of individuals and the community is influenced by social and environmental factors as well as individuals access to health services, therefore plans and delivers services accordingly.

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

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Launceston General Hospital*

#### **Clinical Nurse (519050)**

Applications Close:—Friday, 22 January 2010.

Salary:—\$65,595 – \$69,363 p.a.

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

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

Location:—Operating Room Suite

Duties:—Must have high, Level of proficiency in orthopaedic peioperative nursing with a minimum of two years of Operating Room experience.

The successful applicant will actively participate in the orientation of staff, preceptor training and performance development programs utilising specialised knowledge and expertise, and be required to assist with the management of the portfolio of Orthopaedics

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

Enquiries to Ross Mace, Department of Health and Human Services, phone (03) 63487626, email rsmace@dhhs.tas.gov.au

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

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Launceston General Hospital*

#### **Community Engagement and Communications Officer (519065)**

Applications Close:—Friday, 22 January 2010.

Salary:—\$83,041 – \$90,513 p.a.

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

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

Location:—Capital Works Unit and CEOs office

Duties:—Working with the Chief Executive Officer to lead the Northern Area Health Service (NAHS) public and internal information and communication programs. To develop and manage the community engagement process for the LGH Capital Works program. Develop a long term pro-active media strategy. Ensure an accurate and timely response to the media in regard to the Northern Area Health Service and promote awareness of its services to the community. Ensure a high, Level of community engagement between the NAHS and the public. Liaise and work with the staff of the Department of Health and Human Services (DHHS), the Minister's office and the staff of the Launceston General Hospital and other health services in organising events and on media issues, ensuring consistent health messages to Tasmanians.

Highly Desirable :—Previous experience in a media or public communications role of a medium to large size organization.

Some intrastate and interstate travel may be required.

**Desirable Requirements:**—Extensive experience in strategic communications, media relations, staff communications and corporate publications, including demonstrated experience in the management and successful implementation of communication strategies and projects. Proven high, Level research skills, the ability to evaluate information and contribute to the development of communication and marketing policies and practices, including the ability to develop and maintain networks and liaise effectively and efficiently with staff and stakeholders, both within and external to the Agency. Proven ability to simultaneously manage a number of communication projects and activities in a complex environment, monitoring progress and achieving targets within tight deadlines.

Enquiries to John Kirwan, Department of Health and Human Services, phone (03) 6348 7043, email john.kirwan@dhhs.tas.gov.au

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Launceston General Hospital*

#### **Director, Capital Works Unit (519070)**

Applications Close:—Friday, 22 January 2010.

Salary:—\$92,929 – \$100,076 p.a.

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

Fixed-term full-time day work. Notwithstanding, hours per fortnight may be negotiated with the successful applicant. To commence as soon as possible for a 2 year period.

Location:—Launceston General Hospital

**Duties:**—Co-ordinate and deliver major capital projects within the Northern Area Health Service (NAHS), specifically the Launceston Health Precinct (LHP). Provide high, Level project management and authoritative advice to ensure the development and delivery of a complex capital works programme within the NAHS and LHP. Manage the value, risk, probity and process aspects of capital works projects and co-ordinate and actively manage project teams, consultants and contractors to maximise value for money in the capital and lifecycle cost of investment in capital projects. Contribute to the continued development of a strategic approach to asset planning across the DHHS portfolio. Actively champion continuous improvement of asset management and its integration with national initiatives. Provide high, Level consultancy advice on all aspects of Asset Management to the Launceston General Hospital CEO/NAHS CEO. Contribute to the management of the project teams and the development of its staff.

**Desirable Requirements:**—Extensive experience in the effective development and management of a programme of complex capital works projects, including a high, Level of problem solving ability. Extensive knowledge of contemporary project and contract management practices and techniques, including managing the interface with clients and user groups and the direction and co-ordination of consultants and contractors. High, Level strategic, conceptual, analytical and creative skills including an ability to understand the political, social and organisational environment and to identify and resolve relevant issues.

Enquiries to Sonia Purse, Department of Health and Human Services, phone (03) 63487021, email [sonia.purse@dhhs.tas.gov.au](mailto:sonia.purse@dhhs.tas.gov.au)

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

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Launceston General Hospital*

#### **Food Services Assistant (Distribution) (503494)**

Applications Close:—Friday, 22 January 2010.

Salary:—\$36,266 – \$37,915 pro rata.

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

Fixed-term casual shift work, working as and when required. To commence as soon as possible until 2 January 2011.

Location:—Food Services Department

**Duties:**—To provide a high standard of meal service to patients, and optimum, Levels of hygiene throughout the Food Services Department.

**Desirable Requirements:**—Ability to acquire an understanding of in-patient meal delivery including cook-chill. Ability to acquire knowledge of the range of menus and basic restrictions associated with styles of meals and diets. A practical understanding of workplace safety and personal cleanliness and hygiene and how it relates to the delivery of food services.

Enquiries to Alice Cordwell, Department of Health and Human Services, phone (03) 63487530, email [alice.cordwell@dhhs.tas.gov.au](mailto:alice.cordwell@dhhs.tas.gov.au)

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

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Launceston General Hospital*

#### **Registered Nurse (503205)**

Applications Close:—Friday, 22 January 2010.

Salary:—\$49,012 – \$64,842 pro rata.

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

Permanent part-time shift work, working 14 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Department of Emergency Medicine

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

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

Mental Health positions must also have a psychiatric nursing certificate or be authorised by the Nursing Board of Tasmania to practise psychiatric nursing.

Midwifery positions must also hold authorisation to practise as a Midwife by the Nursing Board of Tasmania.

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

Enquiries to Maree Dakin, Department of Health and Human Services, phone (03) 63487392, email maree.dakin@dhhs.tas.gov.au

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Launceston General Hospital*

#### ***Specialist Pharmacist – Investigational Drugs (503610)***

Applications Close:—Friday, 22 January 2010.

Salary:—\$69,974 – \$80,262 pro rata.

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

Permanent part-time day work (with oncall), working 16 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Pharmacy Unit

Duties:—Provide pharmaceutical care to patients of the Launceston General Hospital in relation to the co-ordination and practice of clinical activities and the provision of drug information in the area of clinical trials, specialist drugs (Special Access Scheme - SAS/Patient Familiarisation Schemes - PFP), and designated specialist clinical areas. Provide training, professional supervision and support to other pharmacy staff of the Launceston General Hospital in the area of clinical trials, specialist drugs (SAS/PFP), and designated specialist clinical areas.

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

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

Enquiries to John Horne, Department of Health and Human Services, phone (03) 6348 7733, email john.horne@dhhs.tas.gov.au

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Launceston General Hospital*

#### ***Specialist Therapist, Hands, Burns (503782)***

Applications Close:—Friday, 5 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 (with oncall). Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Physiotherapy Unit

Duties:—To provide and maintain optimal specialist management of patients with hand pathology and following hand trauma / surgery, plastic surgery and burns repair.

Essential Requirements:—Registered or entitled to be registered as a Physiotherapist in Tasmania in accordance with the Physiotherapists Registration Act 1999 or Graduate of an approved school of Occupational Therapy and eligibility for membership to OT Australia (Australian Association of Occupational Therapists).

Enquiries to John Cannell, Department of Health and Human Services, phone (03) 6348 7216, email john.cannell@dhhs.tas.gov.au

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Launceston General Hospital*

#### ***Theatre Support Officer (Relief) (517173)***

Applications Close:—Friday, 22 January 2010.

Salary:—\$42,877 – \$46,722 pro rata.

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

Fixed-term casual shift work, working as and when required, not working weekends or public holidays. To commence as soon as possible until 20 December 2010.

Location:—Operating Room Suite

Duties:—Within the established guidelines and procedures, as a member of the perioperative team, provide an efficient and effective support service to the Operating Room Suite, Day Procedures Unit and Orthopedic Clinic. Perioperative may be defined as the period before, during and after anaesthetic, surgical and other procedure. Perioperative Environment may be defined as the service area where the provision of an anaesthetic, surgical or other procedure may be undertaken.

Desirable Requirements:—Significant knowledge and experience in work undertaken by a Theatre Support officer and a willingness to undertake training course at Certificate, Level III or IV applicable to the role of Theatre Support Officer. A Good understanding of the practical application of infection control relating to the relevant clinical environment. Current knowledge and skills of patient positioning for surgical procedures and knowledge of health and safety procedures relating to the positioning of surgical equipment.

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

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Primary Health Services North*

#### **Community Nurse (Relief) (504279)**

Applications Close:—Friday, 22 January 2010.

Salary:—\$58,055 – \$69,363 pro rata.

Nurses (TPS) Award, Community FCH Nurse.

Fixed-term casual shift work, as and when required, commencing asap to 7 January 2012.

Location:—Launceston

Duties:—Functions as an advanced clinical practitioner in nursing, using evidenced based practices in accordance with Primary Health Care principles, Agency Policies, legal requirements and professional competencies. The Community Health nurse provides nursing care to individuals and families, participates in community needs assessments and the development and implementation of health promotion programs, collaborates with other members of the health care team to ensure the delivery of high quality health care and recognises that the health of individuals and the community is influenced by social and environmental factors as well as individuals access to health services, therefore plans and delivers services accordingly.

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 Jan Allford, Department of Health and Human Services, phone (03) 6336 5018, email [jan.allford@dhhs.tas.gov.au](mailto:jan.allford@dhhs.tas.gov.au)

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Primary Health Services North*

#### **Enrolled Nurse (Relief) (504295)**

Applications Close:—Friday, 22 January 2010.

Salary:—\$47,703 – \$50,454 pro rata.

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

Fixed-term casual shift work, as and when required, commencing asap for a two year period.

Location:—Beaconsfield District Health Service

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

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

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

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

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

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Primary Health Services North*

#### **Multiskilled Domestic Relief (504273)**

Applications Close:—Friday, 22 January 2010.

Salary:—\$37,809 – \$38,933 pro rata.

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

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

Location:—Beaconsfield District Health Service

Duties:—To provide laundry, food preparation and delivery, and cleaning services in compliance with established protocols and standards.

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](mailto:helen.mclean@dhhs.tas.gov.au)

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## HEALTH AND HUMAN SERVICES

## NORTHERN AREA HEALTH SERVICE

*Primary Health Services North***Nurse Unit Manager (518203)**

Applications Close:—Friday, 22 January 2010.

Salary:—\$79,725 – \$83,496 p.a.

Nurses (TPS) Award, Nurse Unit Manager.

Permanent full-time day work

Location:—Flinders Island Multi Purpose Centre

Duties:—Duties:—Primary Health brings together a wide range of community and rural health services to meet the needs of individuals in a changing environment. Services are provided to both develop and support communities, and to help people maintain and improve, Levels of well being, physical functioning and independence in the community.

Clinical Facility:—The Flinders Island Multi Purpose Centre incorporates 4 acute beds and has an accident and emergency area. Flinders Island MPC also has 9 residential aged care beds, 5 high care and 4 low care beds. The facility provides health care under the Australian Health Care Agreement signed by the State and Australian Governments, and prides itself on its excellent delivery of care to the Furneaux community. The Nurse Unit Manager is assigned duties relevant to the rural health facility and practice setting. There will be a strong focus on staff education, and the incumbent will need to be able to lead clinical staff from the front. The successful applicant will also have a strong grounding in all aspects of modern health care principals and their delivery in a rural and remote clinical setting, and will be able to work closely with and give support to the Director Of Nursing as part of the management team on Flinders Island.

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

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## HEALTH AND HUMAN SERVICES

## NORTHERN AREA HEALTH SERVICE

*Primary Health Services North***Nurse Unit Manager (504464)**

Applications Close:—Friday, 22 January 2010.

Salary:—\$79,725 – \$83,496 p.a.

Nurses (TPS) Award, Nurse Unit Manager.

Permanent full-time day work

Location:—Beaconsfield District Health Service

Duties:—Primary Health brings together a wide range of community and rural health services to meet the needs of individuals in a changing environment. Services are provided to both develop and support communities, and to help people maintain and improve, Levels of well being, physical functioning and independence in the community. Primary Health rural (inpatient) sites have sub-acute beds and some may have an accident and emergency/treatment area. Some sites also have residential aged care beds. Each facility provides health care under the Australian Health Care Agreement signed by the State and Australian Governments. The Nurse Unit Manager is assigned duties relevant to the rural health facility and practice setting.

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

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

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

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

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## HEALTH AND HUMAN SERVICES

## NORTHERN AREA HEALTH SERVICE

*Primary Health Services North***Physiotherapist (Community)—2 Vacancies**

Applications Close:—Friday, 22 January 2010.

Salary:—\$69,974 – \$80,262 pro rata.

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

Vacancy No. 506714,

Permanent part-time day work, working 33.6 hours per fortnight.

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

Vacancy No. 507417,

Permanent part-time day work, working 30.4 hours per fortnight.

Location:—St Marys Community Health Centre

Duties:—The Department of Health and Human Services is offering an exciting opportunity for a physiotherapist to locate to the sunny North East Coast of Tasmania; Break O'Day Municipality, population, 7000 with an increase over the summer months upwards of 10,000. The position/s will provide services to the St Helens District Hospital and the St Marys Community Health Centre and provide a great opportunity for flexible employment with applications considered for full-time, part-time, or flexible mix of private and public work. Primary Health encourages professional staff to work in innovative ways within a multidisciplinary team encouraging high quality health promotion and prevention strategies/programmes across

rural communities, as well as providing individual client and hospital care. The positions are supported by therapy assistants and are fully equipped.

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

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

Enquiries to Pat Wrigley, Department of Health and Human Services, phone (03) 6336 4128, email pat.wrigley@dhhs.tas.gov.au

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

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Primary Health Services North*

#### **Radiographer, (Relief) (513379)**

Applications Close:—Friday, 22 January 2010.

Salary:—\$69,974 – \$80,262 pro rata.

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

Fixed-term casual day work, as and when required, commencing 11 January 2010 to 9 January 2012.

Location:—North East Soldiers Memorial Hospital, Scottsdale

**Duties:**—Responsible for the use of ionizing and non-ionizing radiation to provide images of the highest diagnostic value.

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

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

Enquiries to Sue Bucher, Department of Health and Human Services, phone (03) 6352 5522, email sue.bucher@dhhs.tas.gov.au

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

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Primary Health Services North*

#### **Registered Nurse (506393)**

Applications Close:—Friday, 22 January 2010.

Salary:—\$49,012 – \$64,842 pro rata.

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

Permanent part-time shift work (fully rotational), working 24 hours per fortnight.

Location:—Deloraine District Hospital

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

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

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

Enquiries to Brigid Riall, Department of Health and Human Services, phone (03) 6362 5000, email brigid.riall@dhhs.tas.gov.au

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

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## HEALTH AND HUMAN SERVICES

### NORTHERN AREA HEALTH SERVICE

#### *Primary Health Services North*

#### **Registered Nurse (Relief) (512369)**

Applications Close:—Friday, 22 January 2010.

Salary:—\$49,012 – \$64,842 pro rata.

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

Fixed-term casual shift work, as and when required, commencing asap to 7 January 2012.

Location:—Beaconsfield District Health Service

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

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

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

### OFFICE OF THE SECRETARY

#### *Information Support Services*

#### ***OTS System Administrator and Consultant (515668)***

Applications Close:—Friday, 22 January 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:—Develop, implement, integrate and maintain critical information management systems, including on-line services from the Office of the Secretary and ensure their effectiveness. Co-ordinate the deployment and implementation of systems through liaison, consultation and education.

Desirable Requirements:—Proven strategic, conceptual, analytical, problem solving and creative skills in business process re-engineering environment. Demonstrated range of planning, general and project management experience with the ability to motivate and lead others in an environment of tight deadlines and competing priorities. High, Level interpersonal skills, including the ability to advise, negotiate and liaise effectively in a consultative capacity with a range of stakeholders, along with personal skills of planning, flexibility, initiative, self-motivation, and the ability to work in a team environment.

Enquiries to Bridget Prendergast, Department of Health and Human Services, phone (03) 6233 2924, email [bridget.prendergast@dhhs.tas.gov.au](mailto:bridget.prendergast@dhhs.tas.gov.au)

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

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## HEALTH AND HUMAN SERVICES

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### ***Cancer Australia Clinical Trial Study Nurse (518751)***

Applications Close:—Friday, 22 January 2010.

Salary:—\$65,595 – \$69,363 p.a.

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

Fixed-term full-time day worker, working 76 hours per fortnight, commencing as soon as possible until 25 June 2011

Location:—South

Duties:—The Cancer Australia Clinical Trial Study Nurse is allocated a set portfolio of Oncology/Haematology Clinical Trials that have been nominated by National Clinical Trial Centres within Australia. The Clinical Trial Nurse is responsible

for the recruitment, enrolment and follow up of patients entered into these trials, the Clinical Trial Nurse is also responsible for the maintenance of all records especially in relation to the management of expenditure and for frequent report writing to Cancer Australia.

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

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

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

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## HEALTH AND HUMAN SERVICES

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### ***Clinical Facilitator (519156)***

Applications Close:—Friday, 29 January 2010.

Salary:—\$80,262 – \$88,771 p.a.

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

Fixed-term full-time day work, commencing as soon as possible for a period of 2 years.

Location:—South.

Duties:—Provide clinical and collaborative leadership and facilitation of patient care teams undertaking innovative redesign projects aimed at enhancing the way that all staff and elements of the total health care system work together to improve patient access, patient experience, patient outcomes, staff effectiveness and staff role satisfaction.

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

Enquiries to Peter Maree, Department of Health and Human Services, phone (03) 6222 6694, mobile 0429 858 265, email [peter.maree@dhhs.tas.gov.au](mailto:peter.maree@dhhs.tas.gov.au)

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

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## HEALTH AND HUMAN SERVICES

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### ***Clinical Nurse—2 Vacancies***

Applications Close:—Friday, 29 January 2010.

Salary:—\$65,595 – \$69,363 p.a.

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

Vacancy No. 509239,

Permanent full-time shift work, working 76 hours per fortnight, commencing as soon as possible

Location:—South

Vacancy No. 509241,

Permanent full-time shift work, working 76 hours per fortnight, commencing as soon as possible

Location:—South

Duties:—We are seeking an innovative, team orientated Clinical Nurse to join our unit, which incorporates General Surgery, Colorectal and state wide services for Vascular and Gynaecological Oncology. The Nurse Unit Manager and staff in this combined unit are supported by Clinical Nurse Consultants in Gynaecology / Women's Health, Wound management, Stomal Therapy and Clinical Nurse Educators, resulting in a multifocal approach to patient care.

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

Enquiries to Annette Goulding, Department of Health and Human Services, phone (03) 6222 8481, email [rh.cnmgeneralsurgicalunit@dhhs.tas.gov.au](mailto:rh.cnmgeneralsurgicalunit@dhhs.tas.gov.au)

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

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#### HEALTH AND HUMAN SERVICES

##### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### **Clinical Nurse Educator (518832)**

Applications Close:—Friday, 29 January 2010.

Salary:—\$74,477 – \$79,725 p.a.

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

Permanent full-time day worker, commencing as soon as possible

Location:—South

Duties:—This position is a rare opportunity for a motivated and experienced clinician to advance his or her career in Surgical Nursing. As RHH embraces the reform agenda set for Tasmania, Clinical Nurse Educators are needed to support nurses, at all, Levels, to promote a modern, high quality, patient centred service. Association with the Practice Development Unit – Nursing and Midwifery, led by a Professor of Nursing, will provide opportunities to research and engage in practice development.

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

Enquiries to Professor Mary Fitzgerald, Department of Health and Human Services, phone (03) 6222 7558, email [mary.fitzgerald@dhhs.tas.gov.au](mailto:mary.fitzgerald@dhhs.tas.gov.au)

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

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#### HEALTH AND HUMAN SERVICES

##### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### **Finance Services Officer (519187)**

Applications Close:—Friday, 29 January 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, working 45.6 hours per fortnight, commencing as soon as possible for a period of 6 months.

Location:—South.

Duties:—The Finance Services Officer takes action to raise and receipt accounts receivable for the Department, in accordance with relevant service standards, legislation and Departmental policies and procedures.

Enquiries to Nyair Armstrong, Department of Health and Human Services, phone (03) 6222 8254, email [nyair@dhhs.tas.gov.au](mailto:nyair@dhhs.tas.gov.au)

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

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#### HEALTH AND HUMAN SERVICES

##### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### **Registered Nurse (510040)**

Applications Close:—Friday, 22 January 2010.

Salary:—\$49,012 – \$64,842 p.a.

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

Permanent part-time shift worker, working 36 hours per fortnight, commencing as soon as possible

Location:—South

Duties:—While working in the maternity ward as a midwife a part of your role is to 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 Becky French, Department of Health and Human Services, phone (03) 6222 8299, email [matgynae@dhhs.tas.gov.au](mailto:matgynae@dhhs.tas.gov.au)

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

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#### HEALTH AND HUMAN SERVICES

##### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### **Registered Nurse (509989)**

Applications Close:—Friday, 22 January 2010.

Salary:—\$49,012 – \$64,842 p.a.

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

Permanent full-time shift worker, commencing as soon as possible

Location:—South

Duties:—As a member of the Paediatric Nursing team, a part of your role is to strengthen health outcomes through nursing by provision of quality, clinically appropriate nursing care in partnership with clients and their families and other health professionals. The Paediatric Unit is seeking to permanently

appoint a committed and motivated professional to the position of Registered Nurse.

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, Department of Health and Human Services, phone (03) 6222 8332, email janine.sawford@dhhs.tas.gov.au

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

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#### HEALTH AND HUMAN SERVICES

##### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### ***Specialist Medical Practitioner, Respiratory/GM Physician (512937)***

Applications Close:—Friday, 22 January 2010.

Salary:—To be negotiated.

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

Permanent full-time day worker, commencing as soon as possible

Location:—South

Duties:—Based at Tasmania's largest hospital, this position forms an integral part of a clinical team providing acute general and respiratory medicine services and provides the opportunity to lead a multidisciplinary team in the delivery of cystic fibrosis out-patient care.

You will also be supported by comprehensive respiratory services including lung function testing, polysomnographic sleep studies, interventional bronchoscopy and thoracic surgery. We have a strong multi-disciplinary research group with current NHMRC funding, involving scientists and clinicians from physiology, microbiology, nursing, general practice and information systems that you will be encouraged to join.

Essential Requirements:—A medical practitioner who is registered under the provisions of the Medical Practitioners Registration Act 1996, who holds a qualification recognised as a specialist medical qualification in accordance with the provisions of the Commonwealth/State Agreement on Mutual Recognition, which is relevant to his/her appointment and who has had at least eight year's experience in that speciality subsequent to the gaining of the specialist qualification.

Enquiries to Dr Richard Wood-Baker, Department of Health and Human Services, phone (03) 6222 7353, email richard.wood-baker@dhhs.tas.gov.au

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

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#### HEALTH AND HUMAN SERVICES

##### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### ***Staff Specialist, Critical Care Medicine (509025)***

Applications Close:—Friday, 29 January 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, commencing in February 2010

Location:—South

Duties:—The Department of Critical Care Medicine is a co-operative integrated Department incorporating the Intensive Care Unit, High Dependence Unit, Cardio-thoracic Intensive Care, Medical Emergency Team and Hospital Parenteral Nutrition Service. All staff specialists are required to undertake a full clinical load equal to that of the other staff specialists, and work within portfolios of non-clinical work such as research, education and other required areas of work.

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

Enquiries to Dr Andrew Turner, Department of Health and Human Services, phone (03) 6222 8857, email [andrew.turner@dhhs.tas.gov.au](mailto:andrew.turner@dhhs.tas.gov.au)

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

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#### HEALTH AND HUMAN SERVICES

##### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### *Primary Health Services South*

#### ***Extended Care Attendant (517144)***

Applications Close:—Friday, 22 January 2010.

Salary:—\$38,264 – \$42,315 pro rata.

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

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

Location:—Esperance Multi Purpose and Health Centre

Duties:—The extended care attendant will assist the registered nursing staff in the provision of daily care activities for residents and patients of Esperance Multipurpose Health Centre. You will work in a multidisciplinary health care team to provide high standards of personal care and emotional support for patients/residents including end of life care. You will report all changes in the patients/ residents condition to the registered nurse. You will be required to participate in continuous improvement activities and to ensure a safe and clean work environment is maintained according to standards and the organisations policies and procedures.

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 Pam Welsh, Department of Health and Human Services, 15 Chapman Avenue Dover Tas 7117, phone (03) 62989200, mobile 0409548678, email [pamela.welsh@dhhs.tas.gov.au](mailto:pamela.welsh@dhhs.tas.gov.au)

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

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## HEALTH AND HUMAN SERVICES

### SOUTHERN TASMANIA AREA HEALTH SERVICE

#### *Primary Health Services South*

#### **Home Help Relief (510400)**

Applications Close:—Friday, 22 January 2010.

Salary:—\$37,809 – \$38,933 pro rata.

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

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

Location:—Cygnet Community Health Center

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

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

Enquiries to Robyn Rylands, Department of Health and Human Services, Hobart, 7000, phone 6222 7618, email [homecaresouth@dhhs.tas.gov.au](mailto:homecaresouth@dhhs.tas.gov.au)

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

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## HEALTH AND HUMAN SERVICES

### STATEWIDE AND MENTAL HEALTH SERVICES

#### *Mental Health Services North West*

#### **Senior Social Worker (515229)**

Applications Close:—Friday, 22 January 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:—Child and Adolescent Mental Health Service (North West)

Duties:—The Senior Social Worker assists the Principal Social Worker to ensure the quality of clinical social work services in the Child and Adolescent Mental Health Service through the implementation of the model of professional accountability, supervision and participation. Provides a specialist Social Work assessment, treatment and assertive case management service to clients of the regional Child and Adolescent Mental Health Service, utilising evidence-based best practice principles within a collaborative and multi-disciplinary framework.

Essential Requirements:—Degree in Social Work giving eligibility for membership in the Australian Association for Social Workers. Current Drivers Licence

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

Enquiries to Christine Lander, Department of Health and Human Services, phone (03) 6434 4070, email [christine.lander@dhhs.tas.gov.au](mailto:christine.lander@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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## INFRASTRUCTURE, ENERGY AND RESOURCES

### ROADS & TRAFFIC

#### *Traffic & Infrastructure*

#### **Asset Engineer Roads (370369)**

Applications Close:—Friday, 29 January 2010.

Salary:—\$77,268 – \$91,722 p.a.

DIER Roads and Traffic Engineers Industrial Agreement 2008, Band B.

Permanent full-time 73.5 hours per fortnight.

Location:—Hobart

Duties:—Strategically manage road infrastructure and provide specialist advice on the Classified State Road Network.

Essential Requirements:—Satisfactory completion of a relevant 4 year (minimum) university degree in engineering that is accredited by Engineers Australia; or satisfactory completion of academic qualifications in Engineering that are recognised by Engineers Australia as being an equivalent qualification.

Current Driver's Licence.

Desirable Requirements:—Post graduate qualifications in a relevant discipline. Extensive experience in relevant professional engineering duties since becoming a qualified engineer.

Enquiries to Barry Walker, Manager Asset Management, Department of Infrastructure, Energy and Resources, phone (03) 6233 8682, email [barry.walker@dier.tas.gov.au](mailto:barry.walker@dier.tas.gov.au)

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

JUSTICE

CORPORATE SERVICES

*Library*

**Librarian (354158)**

Applications Close:—Friday, 22 January 2010.

Salary:—\$49,097 – \$79,912 p.a.

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

Fixed-term part-time 44.10 hours per fortnight commencing 25 February 2010 until 23 June 2010.

Location:—Hobart

Duties:—Assist and advise clients in accessing the resources and services of the Library, including global networks, in accordance with library policies and procedures. Research complex reference enquiries. Undertake a range of professional tasks, including original cataloguing, database creation, indexing, collection development and the development and delivery of specialist services.

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

Enquiries to Alison Jekimovics, Manager Law Library & Records, Department of Justice, phone (03) 6233 7916, email [alison.jekimovics@justice.tas.gov.au](mailto:alison.jekimovics@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](mailto:applications@justice.tas.gov.au)

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Alison Jekimovics on (03) 6233 7916.

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

CROWN LAW

*Crown Solicitor*

**Legal Practitioner (354873)**

Applications Close:—Friday, 22 January 2010.

Salary:—\$65,808 – \$80,010 p.a.

Legal Practitioners Award, Level 2.

Permanent full-time 73.5 hours per fortnight

Location:—Hobart

Duties:—To act as the legal representative for and on behalf of the State and its instrumentalities in routine property, corporate and commercial matters. To undertake negotiations and consultation relevant to the work performed. To undertake independent drafting of routine commercial legal documentation.

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

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

Enquiries to Kerry Worsley, Manager Crown Law, Department of Justice, phone (03) 6233 8732, email [kerry.worsley@justice.tas.gov.au](mailto:kerry.worsley@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](mailto:applications@justice.tas.gov.au)

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

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

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

JUSTICE

CROWN LAW

*Director of Public Prosecutions*

**Crown Counsel (356189)**

Applications Close:—Friday, 22 January 2010.

Salary:—\$84,283 – \$98,184 p.a.

Legal Practitioners Award, Level 3.

Permanent full-time 73.5 hours per fortnight

Location:—Hobart

Duties:—To act as Solicitor and Counsel in criminal matters on behalf of the State of Tasmania, its instrumentalities and Agencies before the Court of Criminal Appeal, Supreme Court, Magistrates Courts and Tribunals. To act as Solicitor and Counsel in such other litigious matters involving the State of Tasmania, its instrumentalities and Agencies before the Supreme Court, Magistrates Court (all divisions) and Tribunals as may be allocated by the Director of Public Prosecutions.

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

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

Enquiries to Kerry Worsley, Manager Crown Law, Department of Justice, phone (03) 6233 8732, email [kerry.worsley@justice.tas.gov.au](mailto:kerry.worsley@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](mailto:applications@justice.tas.gov.au)

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JUSTICE

CROWN LAW

*Director of Public Prosecutions*

#### **Legal Practitioner (350014)**

Applications Close:—Friday, 22 January 2010.

Salary:—\$65,808 – \$80,010 p.a.

Legal Practitioners Award, Level 2.

Permanent full-time 73.5 hours per fortnight

Location:—Hobart

Duties:—To act as solicitor and counsel in civil matters involving the State and its Agencies before any Commonwealth or State Courts, Tribunals or Boards at first instance. To act as solicitor and counsel in civil appellate matters under the supervision of more senior legal practitioners. To provide advice to the State and its Agencies in respect of civil legal issues.

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

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

The following checks are to be conducted: Conviction checks in the following; Arson and fire setting; Violent crimes and crimes against the person; Sex-related offences; Drug and alcohol related offences; Crimes involving dishonesty; Crimes involving deception; Making false declarations; Malicious damage and destruction to property; Serious traffic offences; Crimes against public order or relating to the Administration of Law and Justice; Crimes against Executive or the Legislative Power; Crimes involving Conspiracy. Disciplinary action in previous employment check. Identification check.

Enquiries to Kerry Worsley, Manager Crown Law, Department of Justice, phone (03) 6233 8732, email [kerry.worsley@justice.tas.gov.au](mailto:kerry.worsley@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](mailto:applications@justice.tas.gov.au)

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

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JUSTICE

CROWN LAW

*Director of Public Prosecutions*

#### **Principal Crown Counsel (350016)**

Applications Close:—Friday, 22 January 2010.

Salary:—\$101,396 – \$114,864 p.a.

Legal Practitioners Award, Level 4.

Permanent full-time 73.5 hours per fortnight

Location:—Hobart

Duties:—To act as Solicitor and Counsel in complex and critical criminal matters on behalf of the State of Tasmania, its instrumentalities and Agencies before the Court of Criminal Appeal, Supreme Court, Magistrates Court and Tribunals. To act as Solicitor and Counsel in such other litigious matters involving the State of Tasmania, its instrumentalities and Agencies before the Supreme Court, Magistrates Court (all divisions) and Tribunals as may be allocated by the Director of Public Prosecutions. Provide professional supervision and instruction to junior legal practitioners, including allocating and supervising professional legal work.

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

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

Power; Crimes involving Conspiracy. Disciplinary action in previous employment check. Identification check.

Enquiries to Kerry Worsley, Manager Crown Law, Department of Justice, phone (03) 6233 8732, email [kerry.worsley@justice.tas.gov.au](mailto:kerry.worsley@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](mailto:applications@justice.tas.gov.au)

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

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

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

JUSTICE

CROWN LAW

*Director of Public Prosecutions*

#### **Senior Law Clerk (356049)**

Applications Close:—Friday, 22 January 2010.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time 73.5 hours per fortnight

Location:—Hobart

Duties:—Attend the Supreme Courts and courts of summary jurisdiction as Law Clerk at all locations in the state and assist in the effective presentation of criminal prosecutions including through the co-ordination of the briefing and attendance of witnesses and the management of exhibits. Provide high, Level administrative and clerical support to the Director, Crown Counsel and the Criminal Case Co-ordinator, especially in relation to matters where confiscation of profits orders are made.

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:—Diploma of Business Administration or Business (Legal Services)

Enquiries to Kerry Worsley, Manager Crown Law, Department of Justice, phone (03) 6233 8732, email [kerry.worsley@justice.tas.gov.au](mailto:kerry.worsley@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](mailto:applications@justice.tas.gov.au)

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

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

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JUSTICE

CROWN LAW

*Solicitor-General*

#### **Legal Practitioner (355914)**

Applications Close:—Friday, 22 January 2010.

Salary:—\$65,808 – \$80,010 p.a.

Legal Practitioners Award, Level 2.

Permanent full-time 73.5 hours per fortnight

Location:—Hobart

Duties:—To advise Crown Agencies and Instrumentalities on a broad range of legal issues. To undertake high, Level legal research and generally assist the Solicitor-General as required. To act as Solicitor and Junior Counsel in constitutional matters; applications under the Hague Convention and in such other matters as directed by the Solicitor-General

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

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

Enquiries to Kerry Worsley, Manager Crown Law, Department of Justice, phone (03) 6233 8732, email [kerry.worsley@justice.tas.gov.au](mailto:kerry.worsley@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](mailto:applications@justice.tas.gov.au)

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

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

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

## JUSTICE

## MAGISTRATES COURT

*Hobart***Court Clerk—2 Vacancies**

Applications Close:—Friday, 22 January 2010.

Salary:—\$49,097 – \$53,441 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Vacancy No. 355405,

Permanent full-time 73.5 hours per fortnight

Location:—Hobart

Vacancy No. 350162,

Permanent full-time 73.5 hours per fortnight

Location:—Hobart

Duties:—Co-ordinate the day to day activities of the court, including pre-court checking, preparation and organisation of documents, exhibits, correspondence, statistics and liaison with Court Security. Ensure the proper and accurate recording and monitoring of court proceedings, including the monitoring and operation of technical equipment, together with the completion of all court records and associated correspondence.

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:—Knowledge and expertise consistent with qualifications recognised at Certificate 3 and 4 of Business Administration or equivalent, Level. Current drivers licence.

Enquiries to Paul Huxtable, Deputy Administrator, Magistrates Court, Department of Justice, phone (03) 6233 2213, email paul.huxtable@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](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Paul Huxtable on (03) 6233 2213.

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

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

## JUSTICE

## OFFICE OF THE SECRETARY

*Strategic Policy and Projects***Administrative Assistant (355620)**

Applications Close:—Friday, 22 January 2010.

Salary:—\$43,406 – \$47,341 pro rata.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term part-time 29.40 hours per fortnight working every Monday and Tuesday for a period of 2 years

Location:—Launceston

Duties:—Undertake administrative and clerical functions to support the day to day operations of the Strategic Policy and Projects Branch, Court Support and Liaison Services and Victims of Crime Service including data entry and preparing and collating correspondence. Provide a telephone and reception service including answering enquiries in person, by phone and in writing and liaising with clients, staff and stakeholders.

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; Family Violence Orders; Police Family Violence Orders. Disciplinary action in previous employment check. Identification check.

Enquiries to Helen Abbott, Executive Officer, Strategic Policy and Projects, Department of Justice, phone (03) 6233 2310, email helen.abbott@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](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Helen Abbott on (03) 6233 2310.

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

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

## JUSTICE

## TASMANIA PRISON SERVICE

*Integrated Offender Management***Educator Offender Services (355487)**

Applications Close:—Friday, 22 January 2010.

Salary:—\$49,097 – \$79,912 p.a.

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

Permanent full-time 73.50 hours per fortnight

Location:—Risdon Prison

Duties:—To develop, plan, implement, co-ordinate and deliver educational programs and activities including the preparation of lesson plans, teaching materials and assessment instruments catering for a range of interests particularly in the area of literacy and numeracy skills. Contribute to inmate sentence plans to achieve desired educational and vocational outcomes, including liaison with correctional case managers and other Tasmania Prison Service staff.

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

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

Desirable Requirements:—Appropriate qualifications in Adult Literacy and Basic Education and Certificate IV in Workplace Assessment and Training.

Shortlisted applicants will be required to undergo a psychological assessment prior to the interview being conducted. More information on the assessment process is available by downloading the 'Recruitment of Integrated Offender Management Staff Policy' from the job kit available on the jobs website.

Enquiries to Mike McLaughlin, Co-ordinator Prisoner Education and Training, Tasmania Prison Service, Department of Justice, phone (03) 6216 8050, email [mike.mclaughlin@justice.tas.gov.au](mailto:mike.mclaughlin@justice.tas.gov.au)

Applications to Daphne Webb, Human Resources Officer, Recruitment and Establishment, Department of Justice, G.P.O. Box 825, Hobart 7001, phone (03) 62336809, fax (03) 6233 3254, email [applications@justice.tas.gov.au](mailto:applications@justice.tas.gov.au)

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Mike McLaughlin on (03) 6216 8050.

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

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

## POLICE AND EMERGENCY MANAGEMENT

*Corporate Services**Information Technology Services***Manager, Application Development and Support (002982)**

Applications Close:—Friday, 22 January 2010.

Salary:—\$83,867 – \$91,369 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time

Location:—Hobart

Duties:—To efficiently manage staff, and initiate and implement best practice service delivery in relation to system development and application services, including the support, maintenance and enhancement of corporate business systems, within time and budget constraints.

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:—Tertiary qualifications in management / Information Technology or equivalent experience will be viewed as highly desirable.

Enquiries to Mr Murray Lawler, Manager, Information Technology, Department of Police and Emergency Management, G.P.O. Box 308 Hobart 7001, phone (03) 6230 2921, email [murray.lawler@police.tas.gov.au](mailto:murray.lawler@police.tas.gov.au)

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

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

## POLICE AND EMERGENCY MANAGEMENT

## OPERATIONS SUPPORT

*State Intelligence Services***Team Leader (002059)**

Applications Close:—Friday, 22 January 2010.

Salary:—\$49,097 – \$53,441 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time

Location:—Hobart

Duties:—Take responsibility for the day to day co-ordination and allocation of work, training of State Service employees, provide efficient customer service, attend to enquiries and maintain data quality control mechanisms.

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:—Knowledge and expertise consistent with qualifications recognised at Certificate 3 and 4 or equivalent, Level.

Enquiries to Acting Inspector Tony Kay, State Intelligence Service, Department of Police and Emergency Management, G.P.O. Box 308, Hobart 7001, phone (03) 6230 2644, email [tony.kay@police.tas.gov.au](mailto:tony.kay@police.tas.gov.au)

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

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

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

##### INFORMATION AND LAND SERVICES

###### *Service Tasmania Operations*

#### **Client Service Officer (701170)**

Applications Close:—Friday, 22 January 2010.

Salary:—\$49,097 – \$53,441 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time (13 hours per week)

Location:—Wynyard/North West Region

Commencing salary within the above range will be determined in accordance with qualifications and previous relevant experience. Pro rata salary is based on the above full-time rates.

Duties:—Accurately receipt and reconcile monies while providing high, Level client service in a busy information and transaction environment.

Essential Requirements:—The person nominated is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following check is to be conducted:

Crimes Involving Dishonesty

Desirable Requirements:—12 months experience in a customer service environment, or administrative and clerical environment involving cash handling and reconciliation of monies and the use of current technology.

Applications should quote vacancy title and number, be marked Personal & 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 Kevin McCrossen, phone (03) 6429 8412, email [kevin.mccrossen@dpipwe.tas.gov.au](mailto:kevin.mccrossen@dpipwe.tas.gov.au)

Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart 7001, phone

(03) 6233 3004, fax (03) 6233 3682, email [job.applications@dpipwe.tas.gov.au](mailto:job.applications@dpipwe.tas.gov.au)

#### TASMANIAN POLYTECHNIC

##### SHARED SERVICES

#### **HR Consultant (321869)**

Applications Close:—Friday, 22 January 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time as soon as possible until 24 December 2010

Location:—North

Duties:—Provide a high quality consultancy and advisory service to managers and staff on a broad range of human resource management issues. Co-ordinate and resolve complex issues, and promote and assist in the development of effective human resources practices in the workplace to ensure the appropriate management of human resources within the Tasmanian Academy, the Tasmanian Polytechnic and the Tasmanian Skills Institute.

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

Desirable Requirements:—Relevant tertiary qualifications or equivalent experience and/or membership of relevant professional organisations.

Enquiries to Tom Kleyn, Manager Workplace Relations, Tasmanian Polytechnic, phone (03) 6233 4631, email [tom.kleyn@polytechnic.tas.edu.au](mailto:tom.kleyn@polytechnic.tas.edu.au)

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

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

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

Applications forwarded by email also receive an automatic response upon successful transmission. If no automated message is received within 24 hours, there may be a network, provider or system error which could prevent the application being received within Shared Services.

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

#### TASMANIAN POLYTECHNIC

##### STUDENT SUPPORT AND DEVELOPMENT

#### **Student Counsellor (331441)**

Applications Close:—Friday, 22 January 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term full-time as soon as possible until 10 December 2010

Location:—North West

Duties:—To provide students with guidance on career and course selection, provide personal counselling services to minimise the impact of psychological and/ or emotional factors upon student academic performance and assist student achievement of their educational and vocational goals.

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

Desirable Requirements:— A degree in Social Work, Psychology or similar. Eligibility for membership of an appropriate professional association e.g. AASW, APA.

Enquiries to Vanessa Warren, Student Services Manager, Tasmanian Polytechnic, phone (03) 6220 3440, mobile 0448 038 665, email [vanessa.warren@polytechnic.tas.edu.au](mailto:vanessa.warren@polytechnic.tas.edu.au)

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

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

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

Applications forwarded by email also receive an automatic response upon successful transmission. If no automated message is received within 24 hours, there may be a network, provider or system error which could prevent the application being received within Shared Services.

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

#### TASMANIAN SKILLS INSTITUTE

##### BUSINESS DEVELOPMENT

#### **Major Projects Manager, Business Development (002018)**

Applications Close:—Friday, 22 January 2010.

Salary:—\$104,133 p.a.

Post Year 10 Teaching Staff Award, Band 3, Level 5.

Permanent full-time 70 hours per fortnight, 4 weeks recreational leave per annum

Location:—Negotiable

Duties:—In consultation with the General Manager, Sales and Marketing develop and implement strategic direction to attract and increase contestable and user choice business through identifying and pursuing major opportunities, co-ordinating and supporting activity of field staff and supporting teaching delivery units across the organisation to meet their revenue targets.

Specific focus is to be on management of major revenue generating projects across industry skills groups and key clients as designated by the General Manager, Sales and Marketing

Essential Requirements:—

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

Desirable Requirements:—A proven record of senior management experience in a vocational education and training environment. Qualifications in Education, Management, Business or other relevant discipline.

Enquiries to Greg Butterworth, General Manager, Sales and Marketing, Tasmanian Skills Institute, mobile 0418 123 547, email [greg.butterworth@skillsinstitute.tas.edu.au](mailto:greg.butterworth@skillsinstitute.tas.edu.au)

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

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#### TASMANIAN SKILLS INSTITUTE

##### OPERATIONS

#### *Tourism and Hospitality*

#### **Teacher (Bakery) (002022)**

Applications Close:—Friday, 22 January 2010.

Salary:—\$48,577 – \$75,323 p.a.

Post Year 10 Teaching Staff Award, Band 1.

Fixed-term full-time 1 February 2010 until 14 January 2011

Location:—South

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

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

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

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

Enquiries to Mike Goddard, Tasmanian Skills Institute, phone (03) 6233 7268, mobile 0438 012 422, email [mike.goddard@skillsinstitute.tas.edu.au](mailto:mike.goddard@skillsinstitute.tas.edu.au)

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

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

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#### TASMANIAN SKILLS INSTITUTE

##### QUALITY AND PERFORMANCE

#### **Team Leader, The Apprenticeship Unit (002017)**

Applications Close:—Friday, 22 January 2010.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time however part-time hours may be negotiated.

Location:—North

Duties:—To provide leadership in customer service and management of The Apprenticeship Unit within The Skills Institute. To assist with the ongoing development and co-ordination of The Skills Institute's learner management and tracking system, customer contact and repository for corporate documentation including contributing to the continuous improvement of operational practices associated with the functions of the Apprenticeship Unit.

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

Desirable Requirements:—Relevant TAFE or University qualifications or progress towards desired qualification.

Enquiries to Terry Powell, Manager, Quality and Performance, Tasmanian Skills Institute, phone (03) 6336 2736, email [Terry.Powell@skillsinstitute.tas.edu.au](mailto:Terry.Powell@skillsinstitute.tas.edu.au)

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

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

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## Tasmanian Government Senior Executives

### PREMIER AND CABINET

#### COMMUNITY DEVELOPMENT DIVISION

#### **Director (000465)**

Applications Close:—Monday, 15 February 2010.

Salary:—\$144,694 – \$173,633 p.a.

Senior Executive, Level 3.

Senior Executive

Location:—Hobart

Duties:—Provide strategic direction and highest quality advice to the Premier and the Cabinet about community development issues. Within a broad strategic framework, initiate, implement and monitor the development of State Government policies and programs related to community development. Provide leadership direction and manage the efficient and effective operation of all aspects of the Community Development Division.

Desirable Requirements:—Relevant tertiary qualifications or demonstration of an equivalent, Level of skills.

Enquiries to Greg Johannes, Deputy Director, Department of Premier and Cabinet, phone (03) 6270 5487, email [Greg.Johannes@dpac.tas.gov.au](mailto:Greg.Johannes@dpac.tas.gov.au)

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

## Staff Movements

### *Permanent Appointments*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Education	Speech and Language Pathologist	J. Gaydon	6 months	01.01.10
Education	Teacher Aide Special	S. Mapley	6 months	14.12.09
Education	Teacher	R. Murray	6 months	10.12.09
Education	Teacher Aide Special	F. Evans	6 months	14.12.09
Education	School Psychologist	K. Dykes	6 months	15.12.09
Education	School Psychologist	D. Simpkins	6 months	15.12.09
Education	School Administration Clerk	C. Williams	6 months	10.12.09
Education	School Administration Clerk	K. Murphy	6 months	16.12.09
Education	Teacher	R. Stanley	6 months	19.12.09
Education	Teacher Aide Special	L. Smith	6 months	18.12.09
Education	Social Worker	B. McGregor	6 months	04.01.10
Education	School Attendant	D. Chilcott	6 months	21.12.09
Health & Human Services	Registered Nurse	E. Arnott	6 months	11.01.10
Health & Human Services	Branch Station Officer	R. Foss	6 months	04.01.10
Health & Human Services	IT Officer	L. Jarman	6 months	11.01.10
Health & Human Services	IT Officer	J. Pottayil	6 months	11.01.10
Health & Human Services	IT Officer	A. Walker	6 months	25.12.09
Health & Human Services	IT Officer	M. Gwynne	6 months	11.01.10
Health & Human Services	Dietitian	S. Toh	6 months	10.01.10
Justice	Assessment and Case Planning Officer	A. Verdouw	6 months	11.01.10
Premier & Cabinet	Assistant Director	J. Hickey	6 months	13.01.10
Tasmanian Polytechnic	Administrative Assistant	M. Shay	6 months	04.01.10
Tasmanian Polytechnic	Client Services Officer	J. Wells	6 months	04.01.10
Tasmanian Polytechnic	Teacher	L. Costello	6 months	01.01.10
Tasmanian Polytechnic	Workforce Sector Leader	M. Higgins	6 months	14.12.09
Tasmanian Polytechnic	Teacher Aide	C. Matthews	6 months	30.11.09
Tasmanian Polytechnic	Client Services Officer	J. Schmidt	6 months	30.11.09
Tasmanian Polytechnic	Library Technician	F. Vosper	6 months	05.01.10
Tasmanian Polytechnic	Teacher	V. Ennals	6 months	02.12.09

### *Promotion of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	E. Bourke	Assistant Principal	12.12.09
Education	D. Poulton	Principal	01.01.10
Education	C. Tyeson	Principal	01.01.10
Education	A. Eastley	Advanced Skills Teacher	14.12.09

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	A. Shipp	Advanced Skills Teacher	19.12.09
Education	J. Triffitt	Principal	01.01.10
Education	S. Milbourne	Principal	01.01.10
Education	K. Blaubaum	Advanced Skills Teacher	19.12.09
Health & Human Services	L. Larcombe	Assistant Director of Nursing Central Coordination Service	25.12.09
Tasmanian Academy	J. Butler	Advanced Skills Teacher	01.01.10
Tasmanian Academy	H. Cooke	Academy Assistant Principal	01.01.10
Tasmanian Academy	D. Cripps	Academy Assistant Principal	01.01.10
Tasmanian Polytechnic	C. Hunt	Workforce Sector Leader	07.12.09
Tasmanian Polytechnic	J. Wallace	Student Coordinator	14.01.10
Tasmanian Polytechnic	A. Horch	Workforce Sector Leader	07.12.09
Tasmanian Polytechnic	T. Paul	Professional Learning Consultant	07.01.10
Tasmanian Polytechnic	M.Geeves	Workforce Sector Leader	07.12.09
Tasmanian Polytechnic	R. Lyne	Standards Manager	01.01.10
Tasmanian Polytechnic	J. Palmer	Workforce Sector Leader	14.12.09
Tasmanian Polytechnic	P. Sawdon	Workforce Sector Leader	07.12.09
Tasmanian Polytechnic	A. Saunders	Workforce Sector Leader	07.12.09

*Transfer of Permanent Employees*

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Tasmanian Polytechnic	B. Bowman	Tasmanian Academy	Academy Assistant Principal	01.01.10
Education	S. Cook	Tasmanian Polytechnic	Standards Manager	18.01.10
Education	E. Brown	Tasmanian Polytechnic	Workforce Sector Leader	18.01.10
Education	F. Goward	Tasmanian Polytechnic	Student Coordinator	18.01.10

*Retirement of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Court Liaison Officer	J. Loudon	31.12.09
Justice	Advisory Officer (Education & Training)	J. Harbinson	23.12.09
Police & Emergency Management	Clerical Support Officer	A. May	04.01.10
Primary Industries, Parks, Water & Environment	Ranger	J. Megalos	31.12.09
Tasmanian Polytechnic	Workforce Learning Leader	M. Fennell	11.12.09
Tasmanian Polytechnic	Teacher	E. Fleming	11.12.09
Tasmanian Polytechnic	Teacher Aide	G. Snooks	11.12.09
Tasmanian Polytechnic	Teacher	R. Green	10.12.09
Tasmanian Polytechnic	Advanced Skills Teacher	P. Richardson	10.12.09
Tasmanian Polytechnic	Administrative Assistant	J. Richardson	31.12.09
Tasmanian Polytechnic	Advanced Skills Teacher	R. While	31.12.09
Tasmanian Skills Institute	Teacher	G. Tomlin	31.12.09

*Resignation of Permanent Employees*

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Disability Officer	R. Taylor	03.01.10
Health & Human Services	Domestic Services Officer	L. Miller	31.12.09
Health & Human Services	Cleaning Supervisor	E. Tew	31.12.09
Health & Human Services	Contracts and Agreements Coordinator	M. Brough	08.01.10
Health & Human Services	Child & Family Health Nurse	M. Baynes	04.01.10
Health & Human Services	Registered Nurse	A. Norris	02.01.10
Health & Human Services	Domestic Services Officer	E. Proks	31.12.09
Health & Human Services	Domestic Services Officer	J. Russell	31.12.09
Health & Human Services	Youth Worker AYDC	A. Haywood	19.12.09
Justice	Administrative Officer	CA. Hutton	08.01.10
Police & Emergency Management	Cleaner	M. Meyers	06.01.10
Premier & Cabinet	HR Service Delivery Officer	J. Crossin	04.01.10
Primary Industries, Parks, Water & Environment	Valuer	L. Gregson	08.01.10
Primary Industries, Parks, Water & Environment	Cadastral Service Officer	D. Birch	11.01.10
Tasmanian Polytechnic	Teacher	C. Youl	11.12.09

*Termination of Officers*

<i>Agency</i>	<i>Officer' Name</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Primary Industries, Parks, Water & Environment	S. Gadd	Executive Director, Parks & Strategic Projects	31.12.09

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