



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

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

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

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

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

Further Information

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

Submission of Applications

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

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

Fixed-Term Appointment

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

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

Fixed-Term Employment Registers

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

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Email text copy to

govt.gazette@thepat.com.au

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

State Service Notices

Vacancy, Direct Selection and Staff Movement Notices

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

Order Information

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

Deadlines

Government Gazette :—

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

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

Deadlines will be strictly adhered to

Subscription or account enquiries phone (03) 6233 3148

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

CORPORATE SUPPORT DIVISION

Administrative and Executive Services

Manager Property, Procurement and Facilities (424060).

Applications Close:—Friday, 16 July 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

Duties:—To provide high level strategic advice to management on the Department's property portfolio and ensure the delivery of the objectives of the Department's Strategic Asset Management Plan.

To manage the Property, Procurement and Facilities Unit and ensure the delivery of a high standard of property, procurement, administration and facilities support to the Divisions to enable the Department to achieve its objectives in line with government stated outcomes and to support Divisions compliance with corporate governance and recognised best practice.

To manage associated risk in accordance with contemporary risk management practices, co-ordinate business continuity and progress climate change initiatives.

To manage and co-ordinate specific projects in accordance with departmental objectives.

Desirable Requirements:—Relevant tertiary or industry recognised qualifications and affiliations are highly desirable.

Enquiries to Melissa Honey for a copy of the Statement of Duties on (03) 6233 5601 or email Melissa.Honey@development.tas.gov.au. For further information about the position please contact Craig Watson, Executive Director Corporate Support, Department of Economic Development, Tourism and the Arts, phone (03) 6233 5818, email Craig.Watson@development.tas.gov.au.

Applications to Erin Johnson, Senior HR Officer (Relationship Management), Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart TAS 7001, phone (03) 6233 5836, fax (03) 6233 5703, email applications@development.tas.gov.au.

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

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

CORPORATE SUPPORT DIVISION

Records Management

Records/Reception Officer (425023).

Applications Close:—Friday, 16 July 2010.

Salary:—\$43,406 – \$47,341 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time.

Location:—Hobart.

Duties:—Contribute to the objectives of the Records Management Unit by the provision of timely, relevant and accurate information management services to all divisions of the Department.

To provide a professional relief reception service for the Department's main reception located in the ANZ centre.

Desirable Requirements:— Completion of Certificate III level or above in Business Administration (Recordkeeping) or other approved relevant qualification in Records/Information Management.

Minimum of 2 years experience in the field of Records and Information Management with experience in record classification and TRIM or equivalent system.

Enquiries to Jane Norris, Records Manager, phone (03) 6233 5842, email Jane.Norris@development.tas.gov.au.

Applications to Erin Johnson, Senior HR Officer (Relationship Management), Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart TAS 7001, phone (03) 6233 5836, fax (03) 6233 5703, email applications@development.tas.gov.au.

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

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

CORPORATE SUPPORT DIVISION

Records Management

Records Officer (Classifier) (2 vacancies).

Applications Close:—Friday, 16 July 2010.

Salary:—\$43,406 – \$47,341 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Vacancy No. 424473, 424564.

Permanent full-time.

Location:—Hobart.

Duties:—Contribute to the objectives of the Records Management Unit by the provision of timely, relevant and accurate information management services to all divisions of the Department.

Desirable Requirements:— Completion of Certificate III level or above in Business Administration (Recordkeeping) or other approved relevant qualification in Records/Information Management.

Minimum of 2 years experience in the field of Records and Information Management with experience in record classification and TRIM or equivalent system.

Enquiries to Jane Norris, Records Manager, phone (03) 6233 5842, email Jane.Norris@development.tas.gov.au.

Applications to Erin Johnson, Senior HR Officer (Relationship Management), Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart TAS 7001, phone (03) 6233 5836, fax (03) 6233 5703, email applications@development.tas.gov.au.

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

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

CULTURE, RECREATION AND SPORT

Tasmanian Museum and Art Gallery

Maritime Heritage Co-ordinator (705793).

Applications Close:—Friday, 16 July 2010.

Salary:—\$49,097 – \$79,912 p.a.

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

Permanent full-time.

Location:—Hobart.

Duties:—Provide high level advice and support to the TMAG Executive Management Group and Maritime Museum of Tasmania Committee on a wide range of maritime heritage and collection issues.

Implement the policies and strategic plans of the Committee of the Maritime Museum of Tasmania.

Develop and co-ordinate a range of State-wide maritime strategies to showcase the State's rich maritime heritage.

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

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

Desirable Requirements:— A postgraduate training in an appropriate course of study with experience in Maritime Heritage issues or equivalent.

Current motor vehicle driver's licence.

Enquiries to Anna Hawkes for a copy of the Statement of Duties on (03) 6211 4177 or email Anna.Hawkes@tmag.tas.gov.au. For further information about the position please contact Elspeth Wishart, phone (03) 6211 4139, email Elspeth.Wishart@tmag.tas.gov.au.

Applications to Erin Johnson, Senior HR Officer (Relationship Management), Department of Economic Development, Tourism and the Arts, G.P.O. Box 644, Hobart TAS 7001, phone (03) 6233 5836, fax (03) 6233 5703, email applications@development.tas.gov.au.

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

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

INDUSTRY DEVELOPMENT DIVISION

Regional Development

Executive Assistant (424117T).

Applications Close:—Friday, 16 July 2010.

Salary:—\$49,097 – \$53,441 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term full-time for the period 26 July 2010–29 July 2011.

Location:—Launceston.

Duties:—Provide a high standard of organisational and executive support to the General Manager Regional Development. Act as a central liaison point for staff in the Regional Development Unit.

Desirable Requirements:—A current drivers licence.

Enquiries to Glenys Holt for a copy of the Statement of Duties on (03) 6336 2822 or email Glenys.Holt@development.tas.gov.au. For further information about the position please contact Tom Black, General Manager Regional Development, phone (03) 6336 2891, email Tom.Black@development.tas.gov.au.

Applications to Erin Johnson, Senior HR Officer (Relationship Management), Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart TAS 7001, phone (03) 6233 5836, fax (03) 6233 5703, email applications@development.tas.gov.au.

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

EDUCATION

COMMUNITY KNOWLEDGE NETWORK

LINCs West

Huon LINC

Customer Service Officer (Cygnet Library) (700550).

Applications Close:—Friday, 16 July 2010.

Salary:—\$49,097 – \$53,441 pro rata.

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time 32 hours per fortnight.

Location:—Huon LINC, Cygnet Library.

Description of Role:—Undertake a range of multiple, diverse and complex tasks and provide support to a range of customer-focused services and programs in a Learning and Information Network Centre (LINC) environment.

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

Applicants should forward an Application for Employment form, with a statement addressing the selection criteria, relevant

personal details and work history.

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

Enquiries to Pip Hankin, Department of Education, phone (03) 6264 8482, email pip.hankin@education.tas.gov.au.

Applications to Establishment Recruitment and Reporting Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7252, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

EDUCATION

COMMUNITY KNOWLEDGE NETWORK

Resource Discovery and Collections

Systems Support and Development

Librarian (Systems Support and Development) (700422).

Applications Close:—Friday, 16 July 2010.

Salary:—\$49,097 – \$79,912 pro rata.

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

Permanent part-time 36.75 hours per fortnight.

Location:—Systems Support and Development, Hobart.

Description of role:—Provide general professional customer focused library and/or archival services or assist in the development and delivery of specialist library and information services, to a high standard of customer service.

Essential Requirements:—Degree or diploma in Librarianship or information studies at a recognised university or college of advanced education or a post graduate diploma in librarianship or information studies. Eligibility for admission to Associate membership of the Australian Library and Information Association (ALIA). The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for—crimes of violence, Sex related offences, Serious drug offences.

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

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

Enquiries to Brett Patterson, Department of Education, phone (03) 6233 7939, email brett.patterson@education.tas.gov.au.

Applications to Establishment Recruitment and Reporting Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7252, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

EDUCATION

LEARNING SERVICES

Learning Services (North)

Port Dalrymple School

Teacher Aide (Stephanie Alexander Kitchen Garden Program), Port Dalrymple School.

Applications Close:—Friday, 16 July 2010.

Salary:—\$36,157 – \$42,242 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Vacancy No. 964412.

Fixed-term part-time 29.4 hours per fortnight, for up to 42 weeks per year from as soon as possible to 17 December 2010.

Location:—Port Dalrymple School.

Garder Specialist.

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

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

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

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

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

Enquiries to Philip Challis, Department of Education, phone (03) 6382 0500, email philip.challis@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (North)

Queechy High School

Teacher Aide Technical (MDT) Queechy High School (955999).

Applications Close:—Friday, 16 July 2010.

Salary:—\$39,157 – \$42,242 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time 30 hours per fortnight for up to 42 weeks per year.

Location:—Queechy high School.

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

Essential Requirements:-.

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

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

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

Enquiries to Richard Goss, Department of Education, phone (03) 6341 4455, email richard.goss@education.tas.gov.au.

Applications to Establishment Recruitment and Reporting Services, Department of Education, G.P.O. Box 169, Hobart, 7001, phone (03) 6233 7252, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

EDUCATION

LEARNING SERVICES

Learning Services (North)

St Helens District High School

Educational Facility Attendant, Grounds (St Helens District High School) (305993).

Applications Close:—Friday, 16 July 2010.

Salary:—\$34,160 – \$38,873 p.a.

Miscellaneous Workers (Public Sector) Award, Education Facility Attendant, Level 1-3.

Fixed-term full-time from 2 August 2010 to 27 May 2011.

Location:—St Helens District High School.

Description of Role:—As part of a team or alone perform various facets of the attendant role which may involve cleaning, grounds keeping, kitchen assistant duties and maintenance of school facilities to a hygienic, safe and presentable level. This role may also involve minor maintenance of related equipment.

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

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications:—Electronic applications must be in either Microsoft Word or RTF (rich text format). Do not send additional paper copies of applications through the mail. When applying for multiple vacancies within the one advertisement, please submit one

application only listing relevant vacancy numbers on the Application for Employment form. Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Christine Treloggen, Department of Education, phone (03) 6376 7100, email christine.treloggen@education.tas.gov.au.

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

HEALTH AND HUMAN SERVICES

AMBULANCE TASMANIA

Branch Station Officer—2 Vacancies (519540).

Applications Close:—Friday, 23 July 2010.

Salary:—\$62,103 – \$66,308 p.a.

Tasmanian Ambulance Service Award, BSO ICP.

Permanent full-time shift worker (fully rotational).

Location:—Scottsdale.

Duties:—Provision of pre-hospital care and the transport of patients by Ambulance or other means. Operation of a country or urban Branch Station including activities associated with public education and community relations, staff supervision, recruitment, training and development of local Volunteer Ambulance Officers.

Holds a Bachelor of Paramedic Science and relevant work experience or other qualification approved by the Service.

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, 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.

Enquiries to Wolfi Rechberger, Department of Health and Human Services, phone (03) 6336 5700, email wolfgang.rechberger@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

BUSINESS SERVICES NETWORK

Care and Business Solutions

Project Officer (Implementation) (518359).

Applications Close:—Friday, 16 July 2010.

Salary:—\$53,384 – \$62,872 p.a.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—The Project Officer (Implementation) will

assist and support the Project Manager and Senior Project Consultant (Implementation) in the planning, co-ordination and delivery of project activities and outputs associated with the implementation of a new Patient Administration System, (iPM Community) for the Community sector including activities associated with the acquisition, planning, co-ordination, implementation and support of a new Patient Administration System within Community Health Services state wide.

Desirable Requirements:—Good understanding of the complex environment of health service delivery and the impact of major e-health initiatives on this environment. A good understanding of project management principles. High level time and task management skills including the ability to plan, co-ordinate and be responsible for several concurrent activities whilst working in an environment subject to strict time frames.

Enquiries to Helen Bridgman, Department of Health and Human Services, phone (03) 62332103, email helen.bridgman@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

BUSINESS SERVICES NETWORK

IT Services

IT Officer (Application Administrator) (517979).

Applications Close:—Friday, 16 July 2010.

Salary:—\$42,877 – \$62,872 p.a.

Health and Human Services (Tasmanian State Service) Award, ICT Technician.

Permanent full-time day work.

Location:—Hobart.

Duties:—As part of the Application Administration Team, provide technical support in the day to day maintenance and administration of the Agency's IT applications.

Desirable Requirements:—Skills in Application Administration including an ability to support and administer multiple core enterprise applications that demand high availability across disperse geographic locations. Skills in areas of Application Administration, including but not limited to application upgrade, test, and change management, issue identification, tracking, and resolution, backup and disaster recovery, monitoring and auditing and security management. Skills in data manipulation, including SQL skills and the design and production of reports using report-writing software.

Enquiries to Dana Purton, Department of Health and Human Services, phone (03) 6233 3141, email dana.purton@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

CHIEF HEALTH OFFICER

*Population Health***Administrative Assistant—2 Vacancies (500881).**

Applications Close:—Friday, 16 July 2010.

Salary:—\$42,877 – \$46,722 pro rata.

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

Permanent part-time day work for 45.6 hours per fortnight.

Location:—Hobart and Launceston.

Duties:—Provide a high level of administrative and clerical support to the State Manager Population Health. Ensure an efficient secretarial service including the provision of information to and from the office. Provide an efficient reception service for incoming telephone calls and visitors.

Desirable Requirements:—Ability to exercise judgement and discretion and to maintain confidentiality. Good communication skills, including the ability to function effectively as a member of a small team under pressured circumstances, to respond to enquiries courteously and discreetly and to effectively liaise with senior personnel. Ability to prioritise workload to work calmly and effectively in order to meet deadlines.

Enquiries to Jo White, Department of Health and Human Services, phone (03) 62 227700, email jo.white@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

HOUSING INNOVATIONS UNIT

Project Officer (519276).

Applications Close:—Friday, 16 July 2010.

Salary:—\$65,248 – \$68,223 p.a.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—As a member of the Housing Innovations team provide high level advice and support in regard to matters relating to the Housing Fund and Nation Building Economic Stimulus Plan projects and maintain national and state project and financial reporting obligations.

Desirable Requirements:—Well developed ability to undertake financial analysis, interpret and analyse information, legislation and policy directions, and the ability to decide or recommend appropriate action. Demonstrated ability in drafting contract instructions and arranging subsequent contract management. Demonstrated strategic, conceptual, analytical and creative skills, including the ability to resolve relevant business issues and the capacity to exercise discretion and judgment in an environment of change and uncertainty.

Enquiries to Bernadette Jago, Department of Health and Human Services, phone (03) 6233 9423, email

bernadette.jago@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***Speech Pathologist (501076).**

Applications Close:—Friday, 16 July 2010.

Salary:—\$70,674 – \$81,065 p.a.

Allied Health Professionals (Tasmanian Public Sector) Industrial Agreement 2010, Allied Health Professional, Level 3.

Fixed-term full-time day work commencing As soon as possible until 01 July 2011.

Location:—DCYFS, Children and Family Services, North West.

Duties:—As part of a professional assessment team provide speech pathology services and primary case co-ordination for pre-school age children and families who are referred to the Child Development Unit.

Desirable Requirements:—Comprehensive knowledge of and experience in assessment, diagnosis and treatment of human communication and swallowing disorders. These areas of communication include language, both receptive and expressive, articulation, fluency and voice. Relevant experience in paediatric speech pathology.

Ability to work within a multi-disciplinary setting and ability to develop co-operative links with professional colleagues and related agencies.

Highly developed communication skills and a high degree of sensitivity and proven ability to support and work with families with complex needs, including the provision of primary case co-ordination.

Essential Requirements:—Degree or diploma in Applied Science, Speech Pathology or equivalent and eligibility for membership of the Speech Pathology Australia (SPA).

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

Enquiries to Sue Mitchell, Department of Health and Human Services, phone (03) 6434 6461, mobile 0419 579 491, email susan.mitchell@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) Relief (513899).**

Applications Close:—Friday, 23 July 2010.

Salary:—\$53,384 – \$62,872 p.a.

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

Fixed-term casual shift work (as and when required) commencing 25 August for a period of 12 months.

Location:—DCYFS, 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 and disciplinary action in previous employment check.

Enquiries to Ralph Beck, Department of Health and Human Services, phone (03) 6362 2311, email ralp.beck@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

*Housing Tasmania***Asset Development Officer (500008).**

Applications Close:—Friday, 16 July 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:—Housing Tasmania, Hobart.

Duties:—Manage capital projects, develop asset plans and analyse future development opportunities within a public housing portfolio.

Desirable Requirements:—Well developed and proven project management skills and experience within an asset development environment and undertake complex project management with a range of stakeholders.

A detailed understanding of building codes and practices as well as the Resource Management and Planning System of Tasmania and other legislation as it applies to property development.

Competent economic and financial analysis skills with demonstrated ability to interpret and analyse information, legislation and policy directions and to decide or recommend appropriate action.

Enquiries to Jamie Round, Department of Health and Human Services, phone (03) 6233 4814, email jamie.round@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

*Housing Tasmania***Housing Access Officer (517021).**

Applications Close:—Friday, 16 July 2010.

Salary:—\$48,439 – \$52,727 p.a.

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

Permanent full-time day work.

Location:—Housing Tasmania, South West.

Duties:—Ensure client access to appropriate housing services in accordance with Housing Tasmania's service delivery policies, principles and standards.

Desirable Requirements:—Demonstrated ability to maintain a customer service focus in a service delivery environment subject to ambiguity and change. Demonstrated ability, both individually and as a member of a team, to plan, organise, set priorities to complete tasks to meet deadlines and achieve established benchmarks and standards. Demonstrated ability to, use initiative and utilise problem solving skills.

Enquiries to Merlene Walker, Department of Health and Human Services, phone (03) 6216 4492, email merlene.walker@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

*Housing Tasmania***Tenancy Officer (516998).**

Applications Close:—Friday, 16 July 2010.

Salary:—\$48,439 – \$52,727 p.a.

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

Permanent full-time day work.

Location:—Housing Tasmania, South East.

Duties:—Provide a range of tenancy management services to a portfolio of public housing clients and properties in accordance with Housing Tasmania's service delivery policies, principles and standards.

Desirable Requirements:—Demonstrated ability to maintain a customer service focus in a service delivery environment subject to ambiguity and change. Demonstrated ability to interpret client circumstances and requirements, use initiative and utilise problem solving skills to make well-informed recommendations in relation to tenancy management, within legislation, policy and guidelines. Demonstrated ability, both individually and as a member of a team, to plan, organise, set priorities to complete tasks to meet deadlines and achieve established benchmarks and standards.

Enquiries to Julie Forward, Department of Health and Human Services, phone (03) 6233 4639, email julie.forward@dhhs.tas.gov.au.

You are encouraged to obtain position and application information and apply via 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

Pharmacy Site Manager (NW) (502078).

Applications Close:—Friday, 30 July 2010.

Salary:—\$106,371 p.a.

Allied Health Professionals (Tasmanian Public Sector) Industrial Agreement 2010, Allied Health Professional Manager, Level 5, Grade 3.

Fixed-term full-time day work (with oncall) from 1 August 2010 to 30 June 2011. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—North West Area Health Service.

Duties:—Manage the pharmacy services provided to the North West Regional Hospital and Mersey Community Hospital, as part of the North West Area Health Service of Tasmania. This position will manage the operational delivery of pharmacy services, and will report to the statewide Executive Director of Hospital Pharmacy Operations. The position has oversight over all aspects of pharmacy service in the North West Area Health Service, including dispensing, clinical pharmacy, manufacturing, teaching, research, and inventory management. The position provides leadership to 30 pharmacy staff. Work with a high level of autonomy and initiative to manage local pharmacy services in the North West Area Health Service.

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

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

Enquiries to Tom Simpson, Department of Health and Human Services, phone (03) 6430 6725, email tom.simpson@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

*Mersey Community Hospital***Clinical Nurse (514555).**

Applications Close:—Friday, 16 July 2010.

Salary:—\$65,595 – \$69,363 pro rata.

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

Fixed-term part-time shift work (fully rotational), working 48 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant. To commence as soon as possible until 31 December 2010.

Location:—High Dependency Unit, Mersey Community Hospital.

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

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

Enquiries to Jacqueline Roberts-Thomson, Department of Health and Human Services, phone (03) 64265682, email jacqueline.roberts-thomson@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

*Mersey Community Hospital***Clinical Nurse (Education and Policies) (518554).**

Applications Close:—Friday, 16 July 2010.

Salary:—\$65,595 – \$69,363 pro rata.

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

Permanent part-time day work, working 60.8 hours per

fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Operating Theatre, Mersey Community Hospital.

Duties:—Provide the education and preceptor support in the clinical setting for a range of health care students under the guidance of the CNE. To provide advanced clinical care that is in accordance with requirements and meets the psychological, physical and spiritual needs of patients/clients. To actively review and develop policies, procedures and clinical protocols pertinent to Operating Theatre (following guidelines).

Highly Desirable Requirements:—Knowledge and skills pertaining to all specialties and experience in all roles within the Operating Theatre.

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

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

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

Mersey Community Hospital

Rostering Administrative Support Officer (514506).

Applications Close:—Friday, 16 July 2010.

Salary:—\$42,877 – \$46,722 p.a.

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

Fixed-term full-time day work. Notwithstanding, hours per fortnight may be negotiated with the successful applicant. To commence as soon as possible until 19 November 2010.

Location:—Staffing Resources, Mersey Community Hospital.

Duties:—To provide effective rostering support to Hospital Managers using the ProAct rostering system. To provide administrative support for Hospital Managers on rostering related issues including collation of staffing related management reports. In consultation with the Nurse Unit Managers the Nurse Manager (Staffing Resource Manager) is responsible for co-ordinating the daily nursing rosters for the clinical areas.

Desirable Requirements:—Knowledge of provisions of relevant legislation and awards. High-level computer skills and a knowledge of statistical recording and analysis. Well developed interpersonal, organisational and communication skills.

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

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

Primary Health Services North West

Home Help Personal Carer (502652).

Applications Close:—Friday, 16 July 2010.

Salary:—\$37,809 – \$38,933 pro rata.

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

Permanent part-time day work, working 30 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Community Health Burnie.

Duties:—Within a primary health care framework the Home Help/Personal Care staff will function effectively as a member of a health team concerned with the care of an individual and family unit within the community.

Desirable Requirements:—Current drivers licence. First Aid Certificate.

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

Enquiries to Lorraine Hyland, Department of Health and Human Services, phone (03) 6434 6454, email lorraine.hyland@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

Administration Assistant (519633).

Applications Close:—Friday, 16 July 2010.

Salary:—\$42,877 – \$46,722 p.a.

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

Fixed-term full-time day work. Notwithstanding, hours per fortnight may be negotiated with the successful applicant. To commence as soon as possible until 16 January 2011.

Location:—Radiology Department.

Duties:—As a member of Radiology's multi-disciplinary team, provide a high level of competency in: Providing an efficient medical typing service. An effective appointment scheduling service. Maintain an efficient patient reception, record filing and retrieval service. Maintain an efficient patient billing service.

Desirable Requirements:—Ability to type accurately at speed using audio equipment. Sound knowledge of medical terminology. A high degree of problem solving ability, together with the ability to deal with professional staff, patients and the public at all levels with tact and diplomacy.

Enquiries to Kathy Rossiter, Department of Health and Human Services, phone (03) 63487194, email kathryn.rossiter@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

Registrar, Radiation Oncology (519024).

Applications Close:—Friday, 16 July 2010.

Salary:—\$75,556 – \$89,685 p.a.

Salaried Medical Practitioners (AMA Tasmania/DHHS) Agreement 2009, Specialist Medical Practitioner in Training Level 1 (Salary commensurate with qualifications and experience).

Fixed-term full-time day work, 76 hours per fortnight, commencing As soon as possible till July 2011. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—W.P. Holman Clinic.

Duties:—Responsible for the day to day management of private and public inpatients and outpatients within the Hospital. Provide after hours emergency cover at the hospital as determined by the Medical Staffing Unit.

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

Enquiries to Dr. Stan Gauden, Department of Health and Human Services, phone (03) 6348 7142, email stan.gauden@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

Clinical Nurse (504470).

Applications Close:—Friday, 16 July 2010.

Salary:—\$65,595 – \$69,363 p.a.

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

Permanent full-time day work.

Location:—Beaconsfield District Health Service.

Duties:—In consultation with the Nurse Unit Manager Beaconsfield District Health Service undertakes delegated

management and delivery of quality inpatient and residential care through efficient and effective utilisation of human and material resources. Functions as an advanced clinical practitioner, supports the NUM in the co-ordination of and participation in the professional development, education and training of staff including the management of staff performance.

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

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

Enquiries to Reigh Baker, Department of Health and Human Services, phone (03) 6383 6200, email reigh.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

NORTHERN AREA HEALTH SERVICE

Primary Health Services North

Community Health Nurse, Casual (506936).

Applications Close:—Friday, 16 July 2010.

Salary:—\$58,055 – \$69,363 p.a.

Nurses (TPS) Award, Community FCH Nurse.

Fixed-term casual day work, as and when required, commencing 25 July 2010 to 21 July 2012.

Location:—George Town Hospital and Community 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. Recognises that the health of individuals and the community is influenced by social and environmental factors as well as individual's access to health services, therefore plans and delivers services accordingly.

Desirable Requirements:—Holds, or is working towards, appropriate tertiary qualifications.

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

Current Drivers Licence.

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

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

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Primary Health Services North

Personal Care Assistant (519166).

Applications Close:—Friday, 16 July 2010.

Salary:—\$38,264 – \$42,315 pro rata.

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

Fixed-term part-time shift work (fully rotational), 9 part-time positions available. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Campbell Town Health and Community Service.

Duties:—Provide assistance under supervision of a Registered Nurse to clients/patients/residents with a range of activities of daily living that a person would normally do for themselves.

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

Enquiries to Kaye McCoy, Department of Health and Human Services, phone (03) 6381 3300, email kaye.mccoy@dhhs.tas.gov.au.

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HEALTH AND HUMAN SERVICES

POLICY, INFORMATION AND COMMISSIONING

Policy and Information

Data Analyst (514343).

Applications Close:—Friday, 16 July 2010.

Salary:—\$65,248 – \$68,223 p.a.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—Undertake regular cyclical extract, transform and load (ETL) processes to bring data from a range of Departmental administrative systems into databases managed by Information Services. Initiate, plan, develop and implement changes to regular cyclical ETL processes, including proofing and debugging logic processes at the code level.

Desirable Requirements:—Demonstrated high level of

proficiency in the use of database, business intelligence and spreadsheet applications, in particular, Visual Basic, SQL programming and the use of ETL development programs, such as SQL Server Integration Services. Demonstrated skills and experience in the use of computerised information systems, the analysis of statistical information and the development and preparation of reports within a technological environment. Good knowledge and understanding of health information issues, such as clinical coding and costing, or a demonstrated capacity to quickly acquire.

Enquiries to John Anderson, Department of Health and Human Services, phone (03) 6236 5916, email john.anderson@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

Chronic Kidney Disease Co-ordinator Educator (517327).

Applications Close:—Friday, 16 July 2010.

Salary:—\$74,477 – \$79,725 pro rata.

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

Permanent part-time day work, working 48 hours per fortnight.

Location:—Southern Area.

Duties:—Work in partnership with Consultant Nephrologists, Surgeons, Self-care nursing staff, Renal Dietitian, Renal Social Worker and Pharmacist to provide an autonomous nursing service using advanced clinical judgement and knowledge for CKD patient education. Create a centre point of referral and co-ordination for all CKD patient education. Create a pathway for vascular access referral directly to the vascular access co-ordinator from a variety of sites. Develop and support the delivery of patient education procedures.

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

Enquiries to Colin Banks, Department of Health and Human Services, phone (03) 6222 5400, email colin.banks@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 Lead Social Worker, Womens and Childrens Service (519102).

Applications Close:—Friday, 23 July 2010.

Salary:—\$81,065 – \$89,659 pro rata.

Allied Health Professionals (Tasmanian Public Sector) Industrial Agreement 2010, Allied Health Professional, Level 4.

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

Location:—Royal Hobart Hospital.

Duties:—In accordance with the Code of Ethics of the Australian Association of Social Workers provide clinical leadership and oversee best practice standards for social work services in the Women's and Children's Service of the Royal Hobart Hospital.

The role will ideally suit a person with interest in women's and children's health and will be a Clinical Lead Social Worker for this area at the hospital.

Essential Requirements:—Degree in Social Work giving eligibility for membership of Australian Association of Social Workers.

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

Enquiries to Tracey Turner, Department of Health and Human Services, phone (03) 6222 8812, email tracey.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

Senior Social Worker, Womens and Childrens Service (508265).

Applications Close:—Friday, 23 July 2010.

Salary:—\$70,674 – \$81,065 p.a.

Allied Health Professionals (Tasmanian Public Sector) Industrial Agreement 2010, Allied Health Professional Level 3.

Permanent full-time day work.

Location:—Royal Hobart Hospital.

Duties:—In accordance with the Code of Ethics of the Australian Association of Social Workers:—Provide direct clinical services for patients in the Women's and Children's Service of the Royal Hobart Hospital (RHH). Provide supervision and leadership within the team and assist in developing social work services at the RHH as delegated.

The role will ideally suit a person with an interest in women's and children's health and will be a Senior Social Worker for this clinical area at the hospital.

Essential Requirements:—Degree in Social Work giving eligibility for membership of Australian Association of Social Workers.

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

Enquiries to Tracey Turner, Department of Health and Human Services, phone (03) 6222 8812, email tracey.turner@dhhs.tas.gov.au.

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Primary Health Services South

Administrative Assistant (505549).

Applications Close:—Friday, 16 July 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 38 hours per fortnight commencing As soon as possible for a period of 12 months.

Location:—Cygnet and Huon Community Health Centres.

Duties:—The Administrative Assistant is responsible for the provision of administrative, clerical support and reception duties. You will be required to provide advice and assistance to the Clinical Nurse Manager/Site Manager located at Community Health Centres within Primary Health South and a support service for designated Primary Health South staff. You will ensure the effective functioning of the client registration and admission system and (CHIS). You will be responsible for the development and distribution of workload statistics for both Community Nursing and Home Care and Home Maintenance Services.

Desirable Requirements:—Demonstrated ability to provide administrative and organisational support duties. A good understanding of information technology and an in-depth knowledge of a range of computer applications. The ability to learn new information technology applications as the need arises and to convey this knowledge to others. Demonstrated ability to organise, prioritise and work in an environment subject to variable demands and constant change, and the ability to exercise judgement, initiative and discretion in a team environment.

Enquiries to Cheryl Hoggett, Department of Health and Human Services, phone (03) 6264 8850, email cheryl.hoggett@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

Assistant Director of Nursing (519478).

Applications Close:—Friday, 16 July 2010.

Salary:—\$92,915 p.a.

Nurses (TPS) Award, Registered Nurse, Level 4, Grade 2.

Permanent full-time day work.

Location:—Repatriation Centre, Hobart.

Duties:—The Assistant Director of Nursing provides effective leadership and management in a complex multi-disciplinary environment to achieve the defined objectives of the clinical services within Primary Health. Provides the Nursing and Services Director Primary Health South and the area management team with high quality and authoritative advice and support. As a member of the senior nursing team within Primary Health, provide a high level of operational leadership and direction, in accordance with policy directions, service standards and financial performance targets taking into account the broader and holistic objectives of the area management team. In order to achieve quality patient outcomes, the Assistant Director of Nursing ensures the effective implementation and maintenance of Safety and Quality, Learning and Research, and Service Redesign priorities into the day to day operations of their area. This includes the development of integrated multi-disciplinary models of care and patient focused pathways across sectors, agencies and divisions to optimise patient outcomes and experience. To achieve nursing excellence and ensure a sustainable nursing service for our community, the Assistant Director of Nursing accepts a professional portfolio as agreed with the Director of Nursing and Services Primary Health STAHS to ensure effective professional governance and partnerships, and quality teaching and practice development; and to collaboratively progress and maximise strategic nursing initiatives including the development of a sustainable workforce.

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

Current Drivers Licence.

Enquiries to Peter Lorraine, Department of Health and Human Services, phone (03) 6222 7370, email peter.lorraine@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 (506717).

Applications Close:—Friday, 23 July 2010.

Salary:—\$37,809 – \$38,933 pro rata.

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

Permanent part-time day work, working 10 hours per fortnight.

Location:—Huon Community and Health Centre.

Duties:—The Home Help will within a Primary Health Care framework 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. You will maintain

accurate work records and follow established documentation guidelines. This role will cover the Channel and Lower Channel Area.

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

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

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

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Royal Hobart Hospital

Booking Clerk—2 Vacancies.

Applications Close:—Friday, 16 July 2010.

Salary:—\$42,877 – \$46,722 p.a.

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

Vacancy No. 509564.

Permanent full-time daywork.

Location:—Royal Hobart Hospital.

Vacancy No. 509578.

Permanent full-time daywork.

Location:—Royal Hobart Hospital.

Duties:—Provide efficient and quality business processes associated with the Royal Hobart Hospital Elective Surgery Waiting List and Theatre bookings, utilising the Hospital Information System and communication with a wide spectrum of internal and external customers. Provide a high level of administrative and clerical support to the Unit.

Desirable Requirements:—Highly developed written and verbal communication skills ensuring confidentiality and sensitivity when communicating with patients and relatives. Demonstrated ability to organise, set priorities, problem solve, and meet deadlines together with a demonstrated capacity to handle a number of tasks concurrently in a demanding environment. Ability to work in a team environment liaising effectively with all levels of staff in an appropriate manner including utilisation of conflict resolution.

Enquiries to Ruth Cazaly, Department of Health and Human Services, phone (03) 6222 8528, email ruth.cazaly@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES
SOUTHERN TASMANIA AREA HEALTH SERVICE
Royal Hobart Hospital

Clinical Nurse (508408).

Applications Close:—Friday, 16 July 2010.

Salary:—\$65,595 – \$69,363 p.a.

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

Permanent full-time daywork.

Location:—Royal Hobart Hospital.

Duties:—The Clinical Nurse will provide advanced nursing care and support towards the management of patients undergoing oncology/haematology treatments within the Outpatient Oncology/Haematology Unit, the Clinical Nurse will be responsible for a personal portfolio that addresses both patient and nursing requirements within the unit with an overall emphasis on Best Practice Models of Care that are Evidenced Based. The Clinical Nurse provides clinical and theoretical support to nursing staff within the unit and under takes middle management roles in collaboration with the Nurse Unit Manager.

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

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

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

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HEALTH AND HUMAN SERVICES
SOUTHERN TASMANIA AREA HEALTH SERVICE
Royal Hobart Hospital

Clinical Nurse (509234).

Applications Close:—Friday, 16 July 2010.

Salary:—\$65,595 – \$69,363 p.a.

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

Permanent full-time shiftwork.

Location:—Royal Hobart Hospital.

Duties:—We are seeking an innovative, team oriented Clinical Nurse to join our team 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 specialising in gynaecology/Women's Health, Wound Management, Stomal Therapy and Clinical Nurse Educators, resulting in a multi focal 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 Jennifer Mayne, Department of Health and Human Services, phone (03) 6222 8481, mobile 0439 066 454, email jennifer.h.mayne@dhhs.tas.gov.au.

You are encouraged to apply online (below) or forward your hard copy application quoting the vacancy number to: Recruitment Services, Human Resources, Department of

Health and Human Services, G.P.O. Box 125, Hobart 7001.

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HEALTH AND HUMAN SERVICES
SOUTHERN TASMANIA AREA HEALTH SERVICE
Royal Hobart Hospital

Elective Surgery Liaison Nurse (516300).

Applications Close:—Friday, 16 July 2010.

Salary:—\$65,595 – \$69,363 pro rata.

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

Fixed-term full-time day work, commencing as soon as possible to 9 February 2011.

Location:—Royal Hobart Hospital.

Duties:—The Surgical Access Liaison Nurse supports the General Surgical Unit and co-ordinates the patient journey from the initial request for surgical admission to manage the booking of the patient onto the Elective General Surgical waiting list.

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

Enquiries to Beth Rieper, Department of Health and Human Services, phone (03) 622 28419, mobile 0400 098 096, email elizabeth.rieper@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
Alcohol and Drug Services

Clinical Nurse Consultant (500820).

Applications Close:—Friday, 23 July 2010.

Salary:—\$74,477 – \$79,725 p.a.

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

Permanent full-time full-time day work.

Location:—Alcohol and Drug Service North.

Duties:—The Clinical Nurse Consultant will work within a multidisciplinary health team framework to facilitate the comprehensive assessment, planning and implementation of appropriate interventions for individuals and their families who may be affected by alcohol and other drug use issues, in accordance with the philosophies of the National Drug Strategy. You will be required to provide professional and clinical leadership, support and direction to nursing staff in the delivery of specialist services to clients of the Alcohol and Drug Service and across the alcohol and other drugs sector utilising evidence based practice. As a member of the area management team you will contribute to the overall development and implementation of the statewide Alcohol and Drug Strategic Plan, including the development of partnerships with key stakeholders, foster service improvement and professional development.

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

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

Enquiries to Anita Reimann, Department of Health and Human Services, phone (03) 6336 5577, email anita.reimann@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

Correctional Health Services

Registered Nurse (512528).

Applications Close:—Friday, 16 July 2010.

Salary:—\$49,012 – \$64,842 p.a.

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

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

Location:—Risdon Prison Complex.

PLEASE NOTE: This vacancy attracts a 6.5% Correctional Health Allowance.

Duties:—The Registered Nurse will need to use a problem solving approach and established nursing procedures in the delivery of direct nursing care. You will be required to collaborate with other members of the health care team to ensure the delivery and evaluation of nursing care, in accordance with Primary Health Care principles, Agency policies, legal requirements and professional competencies. You will provide nursing care within the scope of practice of a Registered Nurse. Using a primary health care focus plan, you will implement and evaluate nursing care in conjunction with the client and other members of the health care team.

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

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

Enquiries to Shirley Wyper, Department of Health and Human Services, phone (03) 6216 8241, email shirley.wyper@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Health and Wellbeing Services

Oral Health Services

Area Manager, North (513126).

Applications Close:—Friday, 16 July 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.

Location:—Oral Health Services Tasmania North.

Duties:—The role of the Area Manager is to manage effectively and efficiently the operations of Oral Health Services Tasmania in accordance with Agency standards and policy. To provide leadership to the senior staff in the area, incorporating Dental Officers, Dental Therapists, Dental Assistants, Client Service Officers, Health Promotion Co-ordinators, Prosthetists, Technicians, Service Technicians and administrative staff. Co-ordinate the implementation of agreed strategic priorities for the local area and co-ordinate the delivery of quality customer services. Establish collaborative relationships with internal and external stakeholders to ensure the provision of effective, high quality services to people requiring oral health care.

Desirable Requirements:—High-level experience in managing human, financial and material resources with knowledge of contemporary management practice, with emphasis on continuous quality improvement programs, change management and best practice. High level strategic, conceptual, analytical and creative skills including an ability to understand the political, social and organizational environment, to identify relevant issues and make sound judgements about Agency strategies and directions.

Enquiries to Robyn Nikolai, Department of Health and Human Services, phone (03) 6214 5402, email robyn.nikolai@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

STRATEGIC AND PORTFOLIO SERVICES

Administrative Officer—3 Vacancies (519688).

Applications Close:—Friday, 16 July 2010.

Salary:—\$48,439 – \$52,727 p.a.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—Within the context of a client focused team environment provide administrative support to the Strategic and Portfolio Services team. Undertake a range of information management activities and tasks while maintaining correct levels of confidentiality and security for information.

Desirable Requirements:—Ability to interact and liaise with staff at all levels effectively and to handle sensitive situations with diplomacy and discretion whilst maintaining confidentiality. Organisational skills including the ability to

work under pressure, to set priorities and manage varying work loads in a sensitive and client focussed team environment. An understanding or ability to acquire an understanding of intergovernmental relations, government agencies, ministerial offices, parliamentary procedures and, the general confidentiality requirements of government.

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

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

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INFRASTRUCTURE, ENERGY AND RESOURCES

LAND TRANSPORT SAFETY

Road Safety Operations

Crossing Guards

School Crossing Patrol Officer (901610).

Applications Close:—Friday, 23 July 2010.

Salary:—\$33,637 – \$41,899 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Permanent part-time 2.5 hours per week.

Location:—Smithton.

Duties:—Responsible for the safe conduct of school children and others at pre-selected crossing points.

Responsible for requiring drivers of vehicles to stop on a road where the Guard is engaged in the duties of protecting children and others crossing to and from a school.

Provide advice to the School Principal when children are crossing the road other than at the selected location, or are not observing instructions, so that corrective measures may be taken.

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, Serious Driving Offences and medical examination covering general health, medical history, vision and hearing.

Desirable Requirements:—Current drivers licence.

Possession of a current First Aid Certificate.

Enquiries to Louise Maynard, Road Safety Consultant, Department of Infrastructure, Energy and Resources, phone (03) 6434 5418, email Louise.Maynard@dier.tas.gov.au.

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

INFRASTRUCTURE, ENERGY AND RESOURCES

RACING SERVICES TASMANIA

Stewards

Stipendiary Steward—2 Vacancies.

Applications Close:—Friday, 16 July 2010.

Salary:—\$43,406 – \$47,341 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Vacancy No. 370746.

Fixed-term casual.

Location:—Launceston.

2 casual vacancies: 1 in Hobart and 1 in Launceston.

Vacancy No. 370781.

Fixed-term casual.

Location:—Hobart.

Duties:—Attend training at registered racecourses and training venues. Form part of a steward's panel at race meetings. Make and report observations at race meetings and trials. Assist the Chairman of Stewards in the conduct of race meetings and trials.

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:—crimes involving dishonesty eg fraud, embezzlement etc. Crimes involving illegal betting or gambling. Driving offences. Offences relating to the mistreatment of, or cruelty to, animals.

Desirable Requirements:—A current driver's licence.

Enquiries to Tony Murray, General Manager, Racing Services, Department of Infrastructure, Energy and Resources, P.O. Box 1329 Launceston 7250, phone (03) 63 36 2451, email Tony.Murray@dier.tas.gov.au.

Applications to HR Operations, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936 Hobart TAS 7001, phone (03) 62 33 2077, fax (03) 62 33 5337, email recruitment@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

RACING SERVICES TASMANIA

Stewards

Trainee Stipendiary Steward—2 Vacancies.

Applications Close:—Friday, 16 July 2010.

Salary:—\$33,637 – \$41,899 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Vacancy No. 371722.

Fixed-term casual.

Location:—Launceston.

2 casual vacancies: 1 in Hobart and 1 in Launceston.

Vacancy No. 371722.

Fixed-term casual.

Location:—Hobart.

Duties:—Assist in the supervision of training at registered racecourses and training venues. Assist the Chairman of Stewards in the conduct of race meetings and trials.

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:—crimes involving dishonesty eg fraud, embezzlement etc. Crimes involving illegal betting or gambling. Driving offences. Offences relating to the mistreatment of, or cruelty to, animals.

Desirable Requirements:—A current driver's licence.

Enquiries to Tony Murray, General Manager, Racing Services, Department of Infrastructure, Energy and Resources, P.O. Box 1329 Launceston 7250, phone (03) 63 36 2931, email tony.murray@dier.tas.gov.au.

Applications to HR Operations, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936 Hobart TAS 7001, phone (03) 62 33 2077, fax (03) 62 33 5337, email recruitment@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

ROADS AND TRAFFIC

*Traffic and Infrastructure***Traffic Statistics Systems Officer (371678).**

Applications Close:—Friday, 16 July 2010.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Hobart.

Duties:—Evaluate the systems including research and analysis of relevant traffic data for reporting purposes. Report research results to DIER and external clients and produce traffic data reports as requested. Work with contractors and developers to assist with the ongoing development of TSM, including testing and documentation of new procedures. Instruct and guide staff in the use of TSM and traffic information to ensure the provision of accurate and quality data. Monitor field staff locations and provide administrative support to the Asset Information Group.

Evaluate and co-ordinate traffic data received from various sources. Process and format the data using specialist software including ensuring accurate and quality data is entered into traffic databases and systems.

Desirable Requirements:—Current driver licence.

Enquiries to Jan Lang, Manager Asset Information, Department of Infrastructure, Energy and Resources, 10 Murray Street, phone (03) 62 33 8766, email Jan.Lang@dier.tas.gov.au.

Applications to HR Operations, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936 Hobart TAS 7001, phone (03) 62 33 2077, fax (03) 62 33 5337, email recruitment@dier.tas.gov.au.

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

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

Enquiries to Ronwyn Carter, Co-ordinator CMD, Community Corrections, Department of Justice, phone (03) 6233 8235, email ronwyn.carter@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Christine Batchelor on (03) 6216 4428.

The Department prefers electronic submission of applications, which will be acknowledged by email upon submission. Please ensure that your application has no more than three attachments 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

COMMUNITY CORRECTIONS

*Court Mandated Diversion Unit***Court Diversion Officer—2 Vacancies.**

Applications Close:—Friday, 16 July 2010.

Salary:—\$49,097 – \$79,912 p.a.

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

Vacancy No. 356024.

Fixed-term full-time 73.5 hours per fortnight for a period of 6 months.

Location:—Hobart.

Vacancy No. 355971.

Fixed-term part-time 36.75 hours per fortnight for a period of 6 months.

Location:—Burnie.

Duties:—Undertake professional work including; screening and assessment for client eligibility and/or suitability for Court Mandated Diversion of Drug Offenders (CMD), and the preparation of reports and Individual Management Plans for the Court and other stakeholders within the CMD service delivery system. Undertake tasks within CMD including vetting reports, attending collaborative case reviews and conferences as required to discuss matters including offender compliance and relapse prevention and exit planning.

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

JUSTICE

TASMANIA PRISON SERVICE

Correctional Officer (Various).

Applications Close:—Friday, 23 July 2010.

Salary:—\$46,495 p.a.

Correctional Officers Interim Agreement 2008, Correctional Officer Probation.

Permanent full-time 76 hours per fortnight or Permanent part-time hours will be considered.

Location:—Southern Region.

There are two (2) working arrangements, Full Shift Work and Day Work. On Full Shift Work you can earn from \$58,724 and on Day Work you can earn from \$46,495.

The Tasmania Prison Service is seeking men and women who are looking for a career in a dynamic, challenging and forward-looking organisation.

Correctional Officers come from a wide range of backgrounds including finance, trades and hospitality. They join us because the work is rewarding, diverse and absorbing. Although it's not without its challenges, being a Correctional Officer carries a large amount of job satisfaction and the knowledge that they are playing an active role in contributing to the rehabilitation and reintegration of prisoners whilst at the same time contributing to the safety of the Tasmanian community.

Working in a prison environment requires personal integrity, great communication skills, confidence, the ability to work in a team and life experience.

To find out more about the role of Correctional Officer go to <http://www.justice.tas.gov.au/prisonservice>. This website

provides an overview of the type of work a Correctional Officer does, conditions of employment, salary, uniform, training, recruitment assessment stages and includes answers to frequently asked questions. Copies of the Statement of Duties for a Correctional Officer can also be downloaded from the www.jobs.tas.gov.au <http://www.jobs.tas.gov.au/> website.

Prior training, experience or qualifications are not required for the role of Correctional Officer. Applicants bring their life skills and maturity to the job and the Tasmania Prison Service provides all the training needed to develop the skills and abilities needed for the job. You will need to be fit and pass a Criminal History Background check. You will also be assessed for your suitability to perform the duties of a Correctional Officer. If you are successful, in the first twelve months you will be enrolled and undergo on and off the job training to complete a nationally recognised qualification, the Certificate III in Correctional Practice (Custodial).

To be considered for a position applicants need only to send in a current Resume/Curriculum Vitae and Tasmanian State Service Application for Employment form.

To learn more about this challenging career you are invited to attend an information night in Hobart. Please contact Ms Alika Ertl on (03) 6216 8156 to obtain further information regarding date and venue for the information night.

Essential Requirements:—Physical fitness, medical suitability and psychological characteristics appropriate to the duties of Correctional Officer.

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.

Enquiries to Alika Ertl, Administration Officer, Tasmania Prison Service, Department of Justice, phone (03) 6216 8156, email alika.ertl@justice.tas.gov.au.

Applications to Recruitment and Establishment, Human Resources, Department of Justice, G.P.O. Box 825 Hobart, Tasmania 700, phone (03) 6233 6809, fax (03) 6233 3254, email applications@justice.tas.gov.au.

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded please contact Ms Alika Ertl, on (03) 6216 8156.

Applications close on 23 July 2010. Please 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

Reintegration and Transition Consultant (355911).

Applications Close:—Friday, 16 July 2010.

Salary:—\$66,073 – \$69,098 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time 73.5 hours per fortnight.

Location:—Risdon Prison.

Duties:—Liaise with and co-ordinate justice staff,

government stakeholders and external service providers to achieve service co-ordination, reintegration and transition goals. Liaise with funding bodies to identify and negotiate appropriate funding streams for service providers. Develop and implement pre-release and reintegration strategies and provide appropriate mechanisms to ensure a seamless co-ordination of services between the reintegration unit and service providers.

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

Desirable Requirements:—A current Tasmanian drivers licence. Tertiary qualifications in a relevant field or a Diploma in a relevant field and extensive experience in a similar role.

Enquiries to Jonathon Field, Senior Consultant IOM, Tasmania Prison Service, Department of Justice, phone (03) 6216 8119, email jonathon.field@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Jonathon Field on (03) 6216 8119.

The Department prefers electronic submission of applications, which will be acknowledged by email upon submission. Please ensure that your application has no more than three attachments 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

WESTERN DISTRICT

Burnie Division

Police Public Enquiry Officer (001961).

Applications Close:—Friday, 16 July 2010.

Salary:—\$49,097 – \$53,441 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term part-time, 5 day fortnight (Monday-Wednesday, Thursday-Friday).

Location:—Burnie.

Duties:—Attend to enquiries from members of the public on a personal basis or by telephone.

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 Mr Philip Chadwick, District Executive Officer, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, TAS, 7001, phone (03) 6434 5259, fax (03) 6434 5316, email Phillip.Chadwick@police.tas.gov.au.

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

Applicants should address the knowledge and skills (selection 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 Employee Relations on (03) 6230 2266. Please ensure that your application is one attachment in either Microsoft Word format, PDF or RTF (rich text format).

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

BIOSECURITY AND PRODUCT INTEGRITY

Quarantine Services

Area Manager (702556).

Applications Close:—Friday, 16 July 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

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

Duties:—As a member of the management team provide support to the leadership of Quarantine Services. Manage the day to day operations of the Area including the human, physical, financial and information resources. Co-ordinate the conduct of quarantine operational systems necessary to reduce the risk of pest and disease transfer resulting from the demands for increased movement and access of goods, people and products. Resolve complex technical problems and provide technical and operational advice on the development of policies and on technical and operational issues relating to Quarantine Service programs, both State and Commonwealth.

Essential Requirements:—An AQF Certificate IV in Government (Statutory Investigation and Enforcement) Quarantine, or an equivalent qualification with significant course content in the plant/animal/health science area, provided by either a university, a vocational education organisation or a registered and accredited training provider.

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:

Satisfactory security clearance as required by airport authorities.

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

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

Enquiries to Rick Eisenkoeck, phone (03) 6233 2474, email rick.eisenkoeck@dpipwe.tas.gov.au.

Applications to Sam Allen, Administration Officer (Quarantine), Department of Primary Industries, Parks, Water and Environment, Macquarie Wharf, No. 1, Hunter Street, Hobart, Tas, 7000, phone (03) 6233 3626, fax (03) 6233 3307, email sam.allen@dpipwe.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

INFORMATION AND LAND SERVICES

Geodata Services

Program Leader (Cadastre and Transport) (700018).

Applications Close:—Friday, 16 July 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

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

Duties:—Manage the human resources, work programs and ongoing development of the State's Cadastral, Transport and Property Address geospatial data including investigation and development of operation efficiencies to ensure that the most effective production processes are utilised.

Essential Requirements:—A Diploma or Advanced Diploma in Spatial Information Services, or equivalent level, relevant to the nature of the work to be undertaken, as provided by either a university, a vocational education organisation or a registered and accredited training provider.

Desirable Requirements:—A current motor vehicle driver's licence. Good stereoscopic acuity and colour perception.

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

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Enquiries to Andrew Tomes, phone (03) 6233 3723, email andrew.tomes@dpipwe.tas.gov.au.

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

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

INFORMATION AND LAND SERVICES

Geodata Services

Program Leader (GIS Systems and Development) (701208).

Applications Close:—Friday, 16 July 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

Commencing salary within the above range will be

determined in accordance with qualifications and previous relevant experience.

Applicants should note that while this vacancy has been advertised as full-time, DPIPWE may be prepared to negotiate a part-time or job share arrangement with the successful applicant/s.

Pro rata salary is based on the above full-time rates.

Duties:—Manage the physical and human resources of the GIS Systems and Development program. Undertake analysis, design and development of complex GIS related software. Undertake research, monitor, evaluate and provide expert advice on technological developments relevant to GIS, desktop mapping, production systems and web based applications. Manage the work programs and projects within the unit to ensure the optimum provision of GIS Application Development and Systems Maintenance to meet Branch, Agency and client priorities. Maintain awareness of national and international conventions, standards and technological developments in relation to GIS Systems to ensure the continued development of effective production techniques and procedures.

Essential Requirements:—A Diploma or Advanced Diploma in Spatial Information Services, or equivalent level, relevant to the nature of the work to be undertaken, as provided by either a university, a vocational education organisation or a registered and accredited training provider.

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

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

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

Enquiries to Stuart Fletcher, phone (03) 6233 7144, email stuart.fletcher@dpiuwe.tas.gov.au.

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

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

INFORMATION AND LAND SERVICES

Geodata Services

Program Leader (Mapping) (334122).

Applications Close:—Friday, 16 July 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

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

Duties:—Manage the physical and human resources of the Mapping program. Co-ordinate the efficient and timely production of all TASMMap mapping products. Manage the work programs and projects within the unit to ensure the optimum provision of cartographic services to meet Branch, Agency and client priorities. Investigate, develop and implement appropriate operational procedures to ensure the most efficient and timely production processes are utilised.

Essential Requirements:—A Diploma or Advanced Diploma in Spatial Information Services, or equivalent level, relevant to the nature of the work to be undertaken, as provided by either a university, a vocational education organisation or a registered

and accredited training provider.

Desirable Requirements:—A current motor vehicle driver's licence. Good stereoscopic acuity and colour perception.

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

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

Enquiries to Stuart Fletcher, phone (03) 6233 7144, email stuart.fletcher@dpiuwe.tas.gov.au.

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

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

INFORMATION AND LAND SERVICES

Geodata Services

Senior Spatial Information Analyst (702154).

Applications Close:—Friday, 16 July 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

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

Applicants should note that while this vacancy has been advertised as full-time, DPIPWE may be prepared to negotiate a part-time or job share arrangement with the successful applicant/s.

Pro rata salary is based on the above full-time rates.

Duties:—Undertake analysis, design and development of complex GIS related software. Undertake research, monitor, evaluate and provide authoritative specialist advice, recommendations and solutions relevant to GIS, desktop mapping, production systems, and web based applications. Undertake highly complex tasks in the development, implementation and use of desktop and web based GIS Systems and processes. Maintain awareness of national and international conventions, standards and technological developments in relation to GIS Systems to ensure the continued development of effective production techniques and procedures.

Essential Requirements:—A Diploma or Advanced Diploma in Spatial Information Services, or equivalent level, relevant to the nature of the work to be undertaken, as provided by either a university, a vocational education organisation or a registered and accredited training provider.

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

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

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Enquiries to Stuart Fletcher, phone (03) 6233 7144, email stuart.fletcher@dpiuwe.tas.gov.au.

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

PRIMARY INDUSTRIES, PARKS, WATER AND
ENVIRONMENT

INFORMATION AND LAND SERVICES

Geodata Services

Senior Spatial Information Officer (706464).

Applications Close:—Friday, 16 July 2010.

Salary:—\$66,073 – \$69,098 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time.

Location:—Hobart.

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

Duties:—Undertake the production of complex cadastral, survey or administrative plans. Ensure that the most effective production processes are utilised including an increasing and ongoing role in the development of initiatives for the Division's Archiving Strategy involving but not limited to the preservation, archiving and delivery of the historic plans, charts and records of the Central Plan Office.

Essential Requirements:—A Diploma or Advanced Diploma in Spatial Information Services, or equivalent level, relevant to the nature of the work to be undertaken, as provided by either a university, a vocational education organisation or a registered and accredited training provider.

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

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Enquiries to Robert Higgins, phone (03) 6233 2253, email robert.higgins@dpipwe.tas.gov.au.

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

THE SKILLS INSTITUTE

OPERATIONS

Customer Relations Manager, Licensed Skills (001806).

Applications Close:—Friday, 16 July 2010.

Salary:—\$85,035 p.a.

Post Year 10 Teaching Staff Award, Band 2.

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

Location:—Statewide.

Duties:—Establish and build strong and effective relationships with businesses and relevant organisations to facilitate and provide workforce skills development services. Co-ordinate these services within the Skills Institute to ensure the expectations of clients and the strategic and operational goals of the organisation are met.

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:—Trade, para-professional or professional qualifications in a vocational skill area plus Certificate IV in Training and Assessment. Current Drivers licence.

Enquiries to Gail Eaton-Briggs, General Manager, Operations, The Skills Institute, phone (03) 6233 5325, mobile 0408 102 346, email gail.eaton-briggs@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.

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

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

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

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

THE SKILLS INSTITUTE

OPERATIONS

Tourism and Hospitality

Teacher (Tourism and Hospitality) (323042).

Applications Close:—Friday, 16 July 2010.

Salary:—\$50,632 – \$78,509 p.a.

Post Year 10 Teaching Staff Award, Band 1.

Permanent full-time 70 hours per fortnight, 11 weeks recreational leave per annum.

Location:—South.

Duties:—Responsible to the designated Unit Leader for undertaking training and assessing duties as may be required within the specified area of Tourism and Hospitality.

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.

(iii) Certificate IV in Training and Assessment, or equivalent.

Enquiries to Jane Richardson, Unit Leader, Tourism and Hospitality, The Skills Institute, phone (03) 6216 4201, mobile 0407 312 880, email jane.richardson@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.

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

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

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

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

TREASURY AND FINANCE

CORPORATE SUPPORT DIVISION

Corporate Information Support Branch

Information Management Officer (722126).

Applications Close:—Friday, 16 July 2010.

Salary:—\$43,406 – \$47,341 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time.

Location:—Hobart.

Duties:—This position works as a member of a team to deliver best practice information management services to clients including the provision of records and TRIM help desk support.

In the context of the selection criteria, to be successful in the position applicants will:

have the ability to deliver information management services to clients and provide on the job training to team members and Treasury staff.

have the ability to undertake classification, registration, filing and retrieval of correspondence and documents, implement disposal procedures and safe working practices in the manual handling of files and boxes and be proficient in the use of computerised office products and have the ability to accurately enter and manipulate data.

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

Enquiries to Susan Hill, Manager Information Services, Corporate Information Support Branch, Department of Treasury and Finance, phone (03) 6233 3261, email susan.hill@treasury.tas.gov.au.

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

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

Tasmanian State Services Senior Executives Direct Selections

JUSTICE

TASMANIAN ELECTORAL COMMISSION

Electoral Commissioner (350413).

Applications Close:—Friday, 23 July 2010.

Salary:—\$144,694 – \$166,398 p.a.

Senior Executive, Level 3.

Senior Executive Contract Position for up to 7 seven years.

Location:—Hobart.

Duties:—As Electoral Commissioner, and as a member of the Tasmanian Electoral Commission, exercise statutory responsibilities for the protection of Tasmania's robust parliamentary democracy, from a position of publicly acknowledged integrity and independence. Provide advice and service to the people, parliament executive government and local, state and federal agencies in relation to electoral matters. Instruct on the development and review of significant electoral and constitutional legislation.

Before recommending a person for appointment as Commissioner to the Governor the Minister must consult with the parliamentary leader of each party represented in the House of Assembly and the President of the Legislative Council.

Essential Requirements:—This position requires strict political neutrality.

Under section 8 of the Electoral Act 2004, a person is not eligible to be appointed if that person is, or has been, in the period of 5 years immediately preceding the date of his or her appointment: a Member of a House of Parliament of the Commonwealth or a State or Territory; or a member of a party that is registered under this Act or under an Act of the Commonwealth or another State or Territory as a political party or a member of a similar organisation.

Desirable Requirements:—A strong understanding of contemporary electoral issues, practices and protocols and the capacity to exercise statutory responsibilities under the relevant legislation. Commitment to sound and equitable electoral practice.

Enquiries to Lisa Hutton, Secretary, Department of Justice, phone (03) 6233 3201, email lisa.hutton@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Julie Bellette on (03) 6233 2332.

The Department prefers electronic submission of applications, which will be acknowledged by email upon submission. Please ensure that your application has no more than three attachments 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.

Staff Movements

Permanent Appointments

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	Online Coordinator Stakeholder Communications	R. Webb	1 month	03.07.10
Economic Development, Tourism & the Arts	Administrative Support Officer	J. Woollan	6 months	03.07.10
Health & Human Services	Driver/Maintenance Officer	R. Cameron	6 months	05.07.10
Health & Human Services	Executive Assistant	T. Hadley	6 months	25.06.10
Health & Human Services	Community Podiatrist	A. Ridderhof	6 months	02.07.10
Health & Human Services	Administrative Assistant	R. Waddilove	6 months	12.07.10
Health & Human Services	Dental Assistant	K. Geddes	6 months	01.07.10
Health & Human Services	Specialist Radiographer	L. McKay	6 months	01.07.10
Health & Human Services	Clinical Nurse	J. Sondergeld	6 months	16.06.10
Health & Human Services	Specialist Radiographer	K. Badcock	6 months	01.07.10
Health & Human Services	Clinical Nurse	K. Cannan	6 months	16.06.10
Health & Human Services	Pharmacy Assistant	A. Phillips	6 months	16.06.10
Health & Human Services	Clinical Nurse	R. Gillon	6 month	11.07.10
Health & Human Services	Pharmacy Dispensary Assistant	S. Coulson	6 Months	16.06.10
Health & Human Services	Clinical Nurse	J. Villanueva	6 months	25.06.10
Infrastructure, Energy & Resources	School Crossing Patrol Officer	K. Stoddart	6 months	23.06.10
Infrastructure, Energy & Resources	Service Delivery Consultant	S. Bailey	6 Months	01.07.10
Infrastructure, Energy & Resources	Assistant Director (Forest Policy)	J. Dawson	6 Months	23.06.10
Justice	Legal Practitioner	A. Morton	6 months	25.06.10
Primary Industries, Parks, Water & Environment	Ranger	D. Hoar	6 months	05.07.10
Primary Industries, Parks, Water & Environment	Client Service Officer	A. O'Shea	6 months	05.07.10
Primary Industries, Parks, Water & Environment	Field Officer	D. Ahern	6 months	01.07.10
Primary Industries, Parks, Water & Environment	Ranger	C. Brooke	6 months	01.07.10
Primary Industries, Parks, Water & Environment	Ranger	P. Bonnefin	6 months	01.07.10
Primary Industries, Parks, Water & Environment	Field Officer	J. Myers	6 months	01.07.10

Fixed-term Appointments of Greater than 12 Months

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Term</i>	<i>Date of Effect</i>
Primary Industries, Parks, Water & Environment	Community Liaison Officer	D. Sayer	3 years	28.06.10
Primary Industries, Parks, Water & Environment	Dog Handler (Fox Scent Tracking)	B. Woodruff	4 years	01.07.10
Primary Industries, Parks, Water & Environment	Project Officer (Abalone Biosecurity)	T. Baulch	2 years	21.07.10

Appointment of Officers

<i>Agency</i>	<i>Officers Name</i>	<i>Duties Assigned</i>	<i>Date of Appointment</i>	<i>Duration</i>
Treasury & Finance	P. Kingston	Director, Procurement and Property Branch	17.06.10	5 years
Statutory Office	R. Banks	Anti-Discrimination Commissioner	12.07.10	5 years

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Health & Human Services	C. Stewart	Senior Phlebotomy Technician	24.06.10
Health & Human Services	A. Purcell	Nurse Unit Manager	25.06.10
Justice	R. Steedman	Manager Occupational Licensing	28.06.10
Justice	M. Grubb	OHS Advisor	01.07.10
Police & Emergency Management	R. Munnings	Legal Officer	29.06.10
Primary Industries, Parks, Water & Environment	R. Lundie	Ranger	08.07.10
Port Arthur Historic Site Management Authority	J. Steele	Heritage Programs Manager	21.06.10
Tasmanian Polytechnic	N. Lee	SIM Quality Consultant	01.07.10
Tasmanian Polytechnic	R. Pettman	Senior Corporate Applications and Infrastructure Support Officer	30.06.10
Tasmanian Polytechnic	J. Cleaves	Disability Liaison Officer	08.07.10

Resignation of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Enrolled Nurse Medication Endrosed	M. Neulist	31.03.10
Health & Human Services	Physiotherapist	K. Edney	01.07.10
Health & Human Services	Pay/Personnel Officer	B. Lamont	29.06.10
Health & Human Services	Health Infomatics Consultant	M. Wise	30.06.10
Health & Human Services	Physiotherapy Assistant	M. Neulist	31.03.10
Health & Human Services	Physiotherapist	D. Simpson	01.07.10
Health & Human Services	Child Protection Worker	M. Townsend	18.06.10
Health & Human Services	Service Co-ordinator	S. Strecker	30.06.10
Health & Human Services	Administrative Manager	R. Cazaly	01.07.10
Health & Human Services	Service Co-ordinator	G. Wordsworth	30.06.10
Health & Human Services	Local Development Officer	D. Bowers	30.06.10
Health & Human Services	Hospital Aide	J. O'Brien	27.06.10
Health & Human Services	Disability Officer	C. Priest	30.06.10
Health & Human Services	Physiotherapist	W. Tilley	30.06.10
Health & Human Services	Service Co-ordinator	S. Ritchie	30.06.10
Health & Human Services	Dental Officer	T. Pacza	29.06.10
Health & Human Services	Manager Child Health and Parenting Services NW	C. Hurst	30.06.10
Health & Human Services	Disability Officer	R. Woolford	30.06.10
Health & Human Services	Coordinator Traineeship program	H. Robinson	30.06.10
Health & Human Services	Enrolled Nurse	C. Trowbridge	01.07.10
Primary Industries, Parks, Water & Environment	Ranger	K. Hean	29.06.10
Treasury & Finance	Senior Compliance Officer	S. Harris	06.07.10

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Food Services Assistant	S. Viney	30.06.10
Health & Human Services	Registered Nurse	I. Paterson	30.06.10
Infrastructure, Energy & Resources	Senior Technical Officer	B. Howell	23.06.10
Infrastructure, Energy & Resources	Senior Technical Officer Traffic Information	R. Pell	25.06.10
Justice	Clerk	J. Stevenson	01.07.10
Justice	Correctional Supervisor	P. Johns	06.07.10
Justice	Correctional Supervisor	D. McGuire	02.07.10
Police & Emergency Management	Administrative Assistant	S. Henry	09.07.10
Primary Industries, Parks, Water & Environment	Regional Water Management Officer	M. Huzzey	28.06.10
Tasmanian Polytechnic	Teacher	M. Eden	30.06.10
Tasmanian Polytechnic	Teacher	M. Capstick	30.06.10

Retirement of Officers

<i>Agency</i>	<i>Officer's Name</i>	<i>Duties Assigned</i>	<i>Date Effective</i>
Primary Industries, Parks, Water & Environment	D. Hudson	Deputy Secretary	29.06.10

Termination of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Primary Industries, Parks, Water & Environment	Field Officer	S. Freestone	17.06.10



Our conscience is crystal clear.

Together we can make a difference.

Print Applied Technology remains ever vigilant in reducing the impact of its operations on the environment, and environmental management within our production facilities is considered a critical aspect of our business.

Our investment in a world class 'EcoClean' solvent recycling system from Europe has enabled us to recycle all our solvent liquids for reuse, instead of disposing of this material which is traditional industry practice. Waste paper is managed via extraction systems and a compaction unit, capturing and bundling all waste generated during the production cycle which is then collected for recycling, reducing landfill. Vegetable based inks are used where possible on our presses, and green office principles are employed.

Print Applied Technology now adds to these initiatives official certification by the Forest Stewardship Council

(FSC). FSC certification is the "Gold Standard" for eco forestry worldwide, and as a 'Chain of Custody' certificate holder we can now assure our valued customers that selected papers sourced for our operations are from responsibly managed forests.

The use of the highly guarded FSC trademark now also allows our customers to demonstrate their commitment to the growth of responsible forest management. Further to this, we can now share with you the knowledge that areas of natural wealth and endangered wildlife habitat are not being adversely affected as a consequence of our paper sourcing policy.

You too can help to protect our environment, by promoting and using FSC products.

For further information please contact Print Applied Technology or visit www.fscaustralia.org



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