



TASMANIAN STATE SERVICE NOTICES

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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.

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.

Tasmanian Government Gazette

Email text copy to

govt.gazette@thepat.com.au

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

State Service Notices

Vacancy, Direct Selection and Staff Movement Notices

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

Order Information

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

Deadlines

Government Gazette :—

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

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

Deadlines will be strictly adhered to

Subscription or account enquiries phone (03) 6233 3148

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

CORPORATE SUPPORT DIVISION

Human Resources

Manager Organisational Development (425005).

Applications Close:—Friday, 28 May 2010.

Salary:—\$83,867 – \$91,369 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—Hobart.

Duties:—Define and develop the department's linkages between people, culture and performance by designing and implementing strategic people management frameworks focussing on performance management, values and behaviour, talent management including learning and development. These frameworks will contribute to positioning the department as a benchmark performer in organisational leadership and management performance.

Ensure the provision of specialist, authoritative advice and services to senior management on organisational development matters.

Desirable Requirements:—Relevant tertiary qualifications and affiliations and/or relevant industry experience.

Enquiries to Natalie Neilson for a copy of the Statement of Duties on (03) 6233 5864 or email *natalie.neilson@*

development.tas.gov.au. For further information about the position, please contact Mark Jones, Human Resources Director, Department of Economic Development, Tourism and the Arts, phone (03) 6233 5752, email *Mark.Jones@development.tas.gov.au*.

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart TAS 7001, phone (03) 6233 5864, fax (03) 6233 5703, email *applications@development.tas.gov.au*.

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

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

CULTURE, RECREATION AND SPORT

Sport and Recreation Tasmania

Tasmanian Institute of Sport

Netball Coach (424908).

Applications Close:—Friday, 28 May 2010.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Launceston.

Duties:—The Netball Coach is responsible for the co-ordinated delivery and monitoring of all aspects of the Tasmanian Elite Development Squad Netball Programme, which is a programme delivered by the Tasmanian Institute of Sport (TIS) in partnership with Netball Tasmania (NT) and Netball Australia (NA).

The Netball Coach will undertake the development and delivery of the high performance coaching programmes to provide Tasmanian netball players with access to the best available coaching expertise.

Essential Requirements:—Current advanced accreditation of the National Coaching Accreditation Scheme for Netball as provided by the Australian Sports Commission or equivalent international qualifications and/or experience. Current driver's 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 at a National level:—conviction check, crimes of violence, sex related offences, serious drug offences, crimes involving dishonesty. 2. Identification check.

Desirable Requirements:—A current First Aid certificate. Relevant sports administration, sports coaching and/or sports medicine qualifications.

Enquiries to Claire Deavin for a copy of the Statement of Duties on (03) 6336 2037 or email *cdeavin@tis.tas.gov.au*. For further information about the vacancy please contact Geoff Masters, Programme Manager, Department of Economic Development, Tourism and the Arts, phone (03) 6336 2291, email *gmasters@tis.tas.gov.au*.

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart TAS 7001, phone (03) 6233 5864, fax (03) 6233 5703, email *applications@development.tas.gov.au*.

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

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

INDUSTRY DEVELOPMENT DIVISION

*Sectoral Development***Project Manager (425035, 424800)—2 Vacancies.**

Applications Close:—Friday, 28 May 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time and Permanent full-time.

Location:—Hobart.

Duties:—Identify, develop and implement food industry development projects, programmes and policies, which support the achievement of departmental goals and objectives and align with the Government's strategic priorities in the food and agribusiness sectors.

Desirable Requirements:—Relevant tertiary or industry recognised qualifications and/or professional affiliations. Current driver's licence.

Enquiries to Melissa Honey for a copy of the Statement of Duties on (03) 6233 5869 or email melissa.honey@development.tas.gov.au. For further information about the vacancy please contact, Carole Rodger, Assistant General Manager, Department of Economic Development, Tourism and the Arts, phone (03) 6233 5784, email Carole.Rodger@development.tas.gov.au.

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart TAS 7001, phone (03) 6233 5864, fax (03) 6233 5703, email applications@development.tas.gov.au.

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

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

INDUSTRY DEVELOPMENT DIVISION

*Sectoral Development***Senior Project Manager (Re-advertised) (425124).**

Applications Close:—Friday, 28 May 2010.

Salary:—\$83,867 – \$91,369 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—Hobart.

Duties:—Identify, develop and implement food industry development projects, programmes and policies, which support the achievement of departmental goals and objectives and align with the Government's strategic priorities in the food and agribusiness sectors.

Desirable Requirements:—Current driver's licence.

Relevant tertiary or industry recognised qualifications and/or professional affiliations.

Enquiries to Melissa Honey for a copy of the Statement of Duties on (03) 6233 5869 or email Melissa.Honey@development.tas.gov.au. For further information about the vacancy please contact Carole Rodger, Assistant General Manager, Department of Economic Development, Tourism and the Arts, phone (03) 6233 5784, email Carole.Rodger@development.tas.gov.au.

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart TAS 7001, phone (03) 6233 5864, fax (03) 6233 5703, email applications@development.tas.gov.au.

Applications must address the Selection Criteria as outlined in the Statement of Duties and include a current Curriculum Vitae.

ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

TOURISM TASMANIA

*Office of the CEO***Online Co-ordinator Stakeholder Communications (425141).**

Applications Close:—Friday, 28 May 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—Hobart.

Duties:—Support the Manager of Stakeholder Communications and Public Affairs in the co-ordination and delivery of corporate, industry and trade communication and stakeholder engagement programmes of Tourism Tasmania, with a particular emphasis on online delivery and co-ordination of relevant stakeholder information.

Assist in monitoring and evaluation of stakeholder communications and actively develop strategies to improve these communications mechanisms.

As a key member of the Office of the Chief Executive team, provide and deliver a range of strategic communications that assist the Tasmanian tourism industry and stakeholders to understand the activities of Tourism Tasmania and the State Government's tourism portfolio.

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

Enquiries to Annette Jewell for a copy of the Statement of Duties on (03) 6230 8298 or email annette.jewell@tourism.tas.gov.au. For further information about the position please contact Adam Sproule, Head of the Office of the CEO, Department of Economic Development, Tourism and the Arts, phone (03) 6230 8140, email adam.sproule@tourism.tas.gov.au.

Applications to Human Resources, Department of Economic Development, Tourism and the Arts, G.P.O. Box 646, Hobart TAS 7001, phone (03) 6233 9685, fax (03) 6233 5703, email applications@development.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (South)

Campbell Street Primary School

School Administration Clerk, Campbell Street Primary School (953044).

Applications Close:—Friday, 28 May 2010.

Salary:—\$43,406 – \$47,341 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 40 hours per fortnight, 42 weeks per year.

Location:—Campbell Street Primary School.

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

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy 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 Monique Carter, Department of Education, mobile 0408 496 296, email monique.carter@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 (South)

Cygnat Primary School

Teacher Aide Special, Cygnat Primary School (954147).

Applications Close:—Friday, 28 May 2010.

Salary:—\$39,157 – \$42,242 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

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

Location:—Cygnat Primary School.

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

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy 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, 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 Kathleen Dance, Department of Education, phone (03) 6295 1241, email kathleen.dance@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (South)

Dover District High School

Teacher Aide Special, Dover District High School (962987).

Applications Close:—Friday, 28 May 2010.

Salary:—\$39,157 – \$42,242 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time 10 hours per fortnight, for up to 42 weeks per year.

Location:—Dover District High School.

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

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy 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, relevant personal details and work history.

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

Enquiries to Peter Walker, Department of Education, phone (03) 6298 1312, email peter.walker@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (South)

Franklin Primary School

School Executive Officer, Franklin Primary School (953484).

Applications Close:—Friday, 28 May 2010.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time 73.5 hours per fortnight, for 42 weeks per year.

Location:—Franklin Primary School.

Description of the Role:—Co-ordinate the operations of a school office and support the Principal in the management of school administrative service and resources. Direct and supervise assigned non teaching staff. Provide advice to the Principal and other school staff on administrative and resource matters.

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:—Qualification or studies in relevant areas e.g. human resources, business studies or accounting.

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 Gay Cumming, Department of Education, phone (03) 0427 931 483, email gay.cumming@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (South)

Geeveston District High School

Teacher Aide Special, Geeveston District High School (952829).

Applications Close:—Friday, 28 May 2010.

Salary:—\$39,157 – \$42,242 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

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

Location:—Geeveston District High School.

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

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy 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, 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 Karen Russell, Department of Education, phone (03) 6297 1336, email karen.russell@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (South)

Huonville High School

School Library Technician, Huonville High School (953532).

Applications Close:—Friday, 28 May 2010.

Salary:—\$49,097 – \$53,441 pro rata.

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time 40 hours per fortnight for 40 weeks per year.

Location:—Huonville High School.

Description of the Role:—Undertake technical duties in a school library including implementing collection management procedures and bibliographic tasks including cataloguing, record creation and amendment for both monographs and serials. Apply established solutions to procedural and related problems and issues. Provide technical advice about access to publications and information generally and assist staff and students to access information generally.

Essential Requirements:—Diploma in Library and Information Studies or equivalent TAFE or post secondary qualification.

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 Diane Balding, Department of Education, phone (03) 6264 8830, email diane.balding@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (South)

Huonville Primary School

Canteen Supervisor, Huonville Primary School (954070).

Applications Close:—Friday, 28 May 2010.

Salary:—\$43,406 – \$47,341 pro rata.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 40 hours per fortnight for 40 weeks per year.

Location:—Huonville Primary School.

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

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 Cherie Howard, Department of Education, phone (03) 6264 1064, email cherie.howard@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (South)

Huonville Primary School

Teacher Aide Special, Huonville Primary School x 4 vacancies (958164, 963003, 962996 and 954214).

Applications Close:—Friday, 28 May 2010.

Salary:—\$39,157 – \$42,242 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

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

Location:—Huonville Primary School.

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

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, 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 Andrea Hall, Department of Education, phone (03) 6264 1064, email andrea.hall@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (South)

Illawarra Primary School

School Administration Clerk, Illawarra Primary School (954055).

Applications Close:—Friday, 28 May 2010.

Salary:—\$43,406 – \$47,341 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 33 hours per fortnight, 42 weeks per year.

Location:—Illawarra Primary School.

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

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy 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 Pamela Lorkin, Department of Education, phone (03) 6229 6295, email pamela.lorkin@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 (South)

Illawarra Primary School

Teacher Aide Special, Illawarra Primary School (961173).

Applications Close:—Friday, 28 May 2010.

Salary:—\$39,157 – \$42,242 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

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

Location:—Illawarra Primary School.

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

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy 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, 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 Barb Mawson, Department of Education, phone (03) 6229 6295, email barbara.mawson@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (South)

Kingston Primary School

School Executive Officer, Kingston Primary School (953682).

Applications Close:—Friday, 28 May 2010.

Salary:—\$66,073 – \$69,098 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Permanent full-time.

Location:—Kingston Primary School.

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

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:—Qualification or studies in relevant areas e.g. human resources, business studies or accounting.

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 Henry Kuryl, Department of Education, phone 0418 322 487, email henry.kuryl@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (South)

Kingston Primary School

Teacher Aide Special, Kingston Primary School x 3 vacancies (954519, 953878 and 954224).

Applications Close:—Friday, 28 May 2010.

Salary:—\$39,157 – \$42,242 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

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

Location:—Kingston Primary School.

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

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, 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 Henry Kuryl, Department of Education, phone (03) 6229 5728, email henry.kuryl@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (South)

Montrose Bay High School

Teacher MDT, Maths/Science, IT/Science and SOSE—4 Vacancies.

Applications Close:—Friday, 28 May 2010.

Salary:—\$49,058 – \$78,509 p.a.

Teaching Service (TPS) Award, Teacher.

Vacancy No. 202655.

Permanent full-time.

Location:—Montrose Bay High School.
MDT.

Vacancy No. 203096.

Permanent full-time.

Location:—Montrose Bay High School.
Maths and Science.

Vacancy No. 203151.

Permanent full-time.

Location:—Montrose Bay High School.
IT and Science.

Vacancy No. 203112.

Permanent full-time.

Location:—Montrose Bay High School.
SOSE.

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

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

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

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

Desirable Requirements:—Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005. Ability to teach Maths, Science, IT or SOSE.

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 Mandy Reynolds-Smith, Department of Education, phone (03) 6273 1677, email mandy.reynolds-smith@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (South)

Snug Primary School

Teacher Aide Special, Snug Primary School—3 vacancies (954153, 953529 and 953884).

Applications Close:—Friday, 28 May 2010.

Salary:—\$39,157 – \$42,242 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

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

Location:—Snug Primary School.

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

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, 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 Maureen McKeown, Department of Education, phone (03) 6267 9230, email maureen.mckeown@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (South)

Woodbridge School

School Administration Clerk, Woodbridge School (963888).

Applications Close:—Friday, 28 May 2010.

Salary:—\$43,406 – \$47,341 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent part-time 60 hours per fortnight, 42 weeks per year.

Location:—Woodbridge School.

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

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy 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 Irene McLaren, Department of Education, mobile 0427 303 701, email irene.mclare@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 (South)

Woodbridge School

Teacher Aide Special, Woodbridge School (954507).

Applications Close:—Friday, 28 May 2010.

Salary:—\$39,157 – \$42,242 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

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

Location:—Woodbridge School.

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

Essential Requirements:—The Commissioner has

determined that the person nominated for this position is to satisfy 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, 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 Irene McLaren, Department of Education, phone 0427 303 701, email irene.mclaren@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (South-East)

Bellerive Primary School

Teacher Aide Special, Bellerive Primary School (953511).

Applications Close:—Friday, 28 May 2010.

Salary:—\$39,157 – \$42,242 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

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

Location:—Bellerive Primary School.

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

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 to be able to successfully work with students on the SDR list especially students on the Autism spectrum.

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 Duncan Groves, Department of Education, phone (03) 6233 8432, email duncan.groves@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (South-East)

Brighton Primary School

Education Facility Attendant, Brighton Primary School (960176).

Applications Close:—Friday, 28 May 2010.

Salary:—\$36,750 – \$38,873 pro rata.

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

Permanent part-time for 20 hours per fortnight.

Location:—Brighton Primary School.

Description of the 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 Pam Noble, Department of Education, phone (03) 6268 1231, email pam.noble@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (South-East)

Levendale Primary School

School Executive Officer, Levendale Primary School (954560).

Applications Close:—Friday, 28 May 2010.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Levendale Primary School.

Description of the Role:—Co-ordinate the operations of a school office and support the Principal in the management of school administrative service and resources. Direct and supervise assigned non teaching staff. Provide advice to the Principal and other school staff on administrative and resource matters.

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:—Qualification or studies in relevant areas e.g. human resources, business studies or accounting.

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 Collette Harrold, Department of Education, phone (03) 6254 6133, email collette.harrold@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (South-East)

Tasman District School

Teacher Aide General, Tasman District School (954336).

Applications Close:—Friday, 28 May 2010.

Salary:—\$39,157 – \$42,242 pro rata.

Teacher Aides Industrial Agreement 2008, Teacher Aide.

Permanent part-time 4 hours per fortnight for up to 42 weeks per year.

Location:—Tasman District School.

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

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, relevant personal details and work history.

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications:—

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

For a copy of the Statement of Duties please contact Anne Hoyle, phone (03) 6250 2126, email anne.hoyle@education.tas.gov.au.

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

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

EDUCATION

STRATEGIC POLICY AND PERFORMANCE

Early Years

Administrative Officer, Early Years (963916).

Applications Close:—Friday, 28 May 2010.

Salary:—\$49,097 – \$53,441 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—Early Years.

Within a team environment, provide administrative support to the functions of the Early Years Branch and the Child Care Unit including the maintenance of the Unit's databases and information systems. Provide a comprehensive level of executive assistance to the Director, Early Years.

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 Vivienne Mitchell, Department of Education, phone (03) 6233 5650, email vivienne.mitchell@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

TEACHERS' REGISTRATION BOARD

Budget and Support Clerk (964155).

Applications Close:—Friday, 28 May 2010.

Salary:—\$49,097 – \$53,441 pro rata.

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time 44.1 hours per fortnight.

Location:—Teacher Registration Board.

Assist with managing the operations of the Office of the Teachers Registration Board of Tasmania including information systems and work procedures. Carry out clerical, keyboard, reception and general administrative duties as required. Manage office financial administration, invoices and financial statements including control of accounting for all budgets maintained by the Board. Requisition supplies and equipment and control associated inventories.

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.

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.

Enquiries to Kerrie Moss, Department of Education, phone (03) 6233 5992, email kerrie.moss@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, mobile (03) 6233 0566, email recruitment@education.tas.gov.au.

EDUCATION

TEACHERS' REGISTRATION BOARD

Clerk—2 Vacancies.

Applications Close:—Friday, 28 May 2010.

Salary:—\$43,406 – \$47,341 pro rata.

Tasmanian State Service Award, General Stream, Band 2.

Vacancy No. 964386.

Permanent part-time 29.4 hours per fortnight.

Location:—Teacher Registration board.

Vacancy No. 961299.

Fixed-term part-time 44.1 hours per fortnight for up to 12 months.

Location:—Teacher Registration board.

Assist with managing the operations of the Office of the Teachers Registration Board, including information systems and work procedures. Carry out clerical, keyboard, reception and general administrative duties as required. Assist with effective records management and efficient information flow.

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 Kerrie Moss, Department of Education, phone (03) 6233 5992, email kerrie.moss@education.tas.gov.au.

Applications to Establishment Recruitment and Reporting Services, Department of Education, phone (03) 6233 7252, fax (03) 6233 0566, email recruitment@education.tas.gov.au.

HEALTH AND HUMAN SERVICES

CARE REFORM

Human Resources Strategy and Policy

HR Graduate Trainee—(4 Vacancies) (519487).

Applications Close:—Friday, 4 June 2010.

Salary:—\$48,439 – \$58,328 p.a.

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

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

Location:—Southern and North West Regions.

Duties:—Interested in a career in Human Resource Management? The purpose of the role is to create a pool of educated and trained Human Resources specialists to provide professional human resources advice and support to Operating Units within the Department of Health and Human Services (DHHS). The Human Resources Trainee will participate in the Human Resources Training Programme and will gain practical knowledge and experience in all aspects of Human Resources at both strategic and operational level. This role will involve four (4) placements of six (6) months each working within various areas across the health sector.

Essential Requirements:—Evidence of the following must be provided prior to appointment to the position:

A degree or tertiary qualification in a relevant discipline.

Enquiries to Liz Lamond, Department of Health and Human Services, phone (03) 6233 3088, email elizabeth.lamond@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 (Aboriginal Health IECD) (519286).

Applications Close:—Friday, 28 May 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 for 60.8 hours per fortnight from As soon as possible for a period of 11 months.

Location:—Hobart.

Duties:—Under the direction of the Manager, Population Groups, provide high level administrative and business support to staff of Population Groups with a specific focus

on indigenous pre-pregnancy and teenage sexual health and antenatal care.

Essential Requirements:—An ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander peoples and a knowledge and understanding of contemporary Aboriginal culture and society.

Enquiries to Carol Jackson, Department of Health and Human Services, phone (03) 6222 7714, email carol.jackson@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

Community Dietitian—2 Vacancies.

Applications Close:—Friday, 28 May 2010.

Salary:—\$70,674 – \$81,065 p.a.

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

Vacancy No. 516627.

Fixed-term full-time day work from As soon as possible until 24 June 2011.

Location:—Hobart, Launceston or Burnie.

Vacancy No. 516624.

Fixed-term part-time day work for 38 hours per fortnight from As soon as possible until 24 June 2011.

Location:—Hobart, Launceston or Burnie.

Duties:—The programmes and services delivered by the Community Nutrition Unit contribute to the implementation of the Tasmanian Food and Nutrition Policy, Health Goals and Targets and other relevant national policy and strategy initiatives.

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

Enquiries to Julie Williams, Department of Health and Human Services, phone (03) 6222 7372, email julie.williams@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

FINANCE AND BUSINESS PERFORMANCE

*Financial Services***Contract Officer (519443).**

Applications Close:—Friday, 28 May 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:—Launceston, Latrobe or Hobart.

Duties:—In conjunction with the Manager Procurement and other senior staff identify opportunities to improve efficiency and effectiveness of contractual arrangements. Provision of support and advice to departmental staff and undertake liaison with client representatives on procurements and associated issues.

Desirable Requirements:—Sound knowledge and understanding of contemporary procurement practices and policies in the public sector. Well developed oral and written communication skills, sound conflict resolution skills together with the ability to represent the Unit and Branch. Ability to understand, research, investigate, analyse and evaluate issues and recommend appropriate action.

Enquiries to Dan Longstaff, Department of Health and Human Services, phone (03) 63 365596, email dan.longstaff@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***PIMS Clerk (Casual) (514484).**

Applications Close:—Friday, 28 May 2010.

Salary:—\$42,877 – \$46,722 pro rata.

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

Fixed-term casual day work, working as and when required. To commence as soon as possible until 30 April 2011.

Location:—Patient Information Management, Mersey Community Hospital.

Duties:—Maintain the medical record and associated systems in accordance with AS2828. Perform all roles within Patient Information Management Services, inclusive of Reception Services in the Department Of Emergency Medicine and Outpatient Clinics.

Desirable Requirements:—High level communication and interpersonal skills and a demonstrated ability to interact with the public and staff at all levels. A demonstrated knowledge of clerical procedures within a hospital or health care facility and the ability to undertake complex clerical duties. Proven ability to organise and prioritise workflow according to demand with the ability to work in a multi-disciplinary team environment.

Enquiries to Allyson Clark, Department of Health and

Human Services, phone 6426 5656, email allyson.clark@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

*Mersey Community Hospital***Registered Nurse (Midwife) (514894).**

Applications Close:—Friday, 28 May 2010.

Salary:—\$49,012 – \$64,842 p.a.

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

Fixed-term part-time shift work, working 64 hours per fortnight, commencing As soon as possible for a period of 6 months. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Maternity Ward, Mersey Community Hospital.

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

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

Enquiries to Bronwyn Dudfield, Department of Health and Human Services, phone (03) 6426 5421, email bronwyn.dudfield@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

*Mersey Community Hospital***Registered Nurse (Midwife) (517227).**

Applications Close:—Friday, 28 May 2010.

Salary:—\$49,012 – \$64,842 pro rata.

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:—Maternity Ward, Mersey Community Hospital.

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

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

Enquiries to Bronwyn Dudfield, Department of Health and Human Services, phone (03) 6426 5421, email

bronwyn.dudfield@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

North West Regional Hospital

Clinical Coder (517921).

Applications Close:—Friday, 28 May 2010.

Salary:—\$53,384 – \$62,872 p.a.

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

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

Location:—North West Regional Hospital, Burnie.

Duties:—Responsible for the performance of accurate and timely Clinical Coding for inpatient separations in accordance with Hospital, State and Commonwealth data standards and reporting requirements, for the purposes of Australian Refined Diagnosis Related Group (ARDRG) assignment for funding, inpatient activity, clinical and non-clinical research, casemix analysis and patient care quality improvement.

Adherence to National Centre for Classification in Health (NCH) guidelines, utilizing the current edition of the International Classification of Diseases, Revision 10, Australian Modification (ICD10AM), Australian Classification of Health Interventions (ACHI) and Australian Coding Standards (ACS).

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

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

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

North West Regional Hospital

Director eHealth NWAHS (518984).

Applications Close:—Friday, 28 May 2010.

Salary:—\$92,929 – \$100,076 p.a.

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

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

Location:—North West Area Health Service.

Duties:—Ensure the information systems needs of the North West Area Health Service (NWAHS) are met. Specifically ensure that clinical care, quality, and safety are enhanced with the introduction of new information systems, information

systems are implemented in a way that improves efficiency, and the NWAHS operates a contemporary, high-quality, and integrated service that is supported by robust information systems. The goal of this position is to ensure that the NWAHS needs are identified and represented to the broader DHHS, and to provide strategic advice to internal stakeholders. The position will provide leadership on information systems and EHealth to the NWAHS. This position is strategic in nature, rather than technical, taking on the CIO role within the NWAHS. The role will have a focus on strategic and clinical issues related to health system processes and ICT capabilities.

Enquiries to Rachel Hoyt, Department of Health and Human Services, phone (03) 6490 8963, email rachel.hoyt@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

North West Regional Hospital

HR Manager (NWAHS) (518512).

Applications Close:—Friday, 28 May 2010.

Salary:—\$92,929 – \$100,076 p.a.

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

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

Location:—North West Area Health Service.

Duties:—Ensure that the strategic Human Resource Management of the North West Area Health Service is delivered in accordance with the Department of Health and Human Services (DHHS) strategic, policy and operational frameworks. The HR Manager provides high level strategic workforce and people management advice to the Chief Executive Officer (CEO) and Executive.

Desirable Requirements:—Appropriate tertiary qualifications and/or experience.

Enquiries to Melissa Richards, Department of Health and Human Services, mobile +61 (0) 428 321 080, email melissa.richards@dhhs.tas.gov.au or Rachel Hoyt, Department of Health and Human Services, phone +61 (0) 3 6490 8963.

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

North West Regional Hospital

Pharmacist, Early Intervention Interdisciplinary Service (519527).

Applications Close:—Friday, 28 May 2010.

Salary:—\$45,990 – \$73,789 p.a.

Allied Health Professionals (Tasmanian Public Sector)

Industrial Agreement 2010, Allied Health Professional, Level 1-2.

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

Location:—North West Regional Hospital, Burnie.

Duties:—The successful applicant Responsible to the Manager of Pharmacy Services and Deputy Manager Physiotherapy for the provision of inpatient and outpatient pharmacy services ensuring compliance with legal requirements, professional ethics, departmental and hospital policies.

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

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

Enquiries to Suzette Seaton, Department of Health and Human Services, phone (03) 6430 6717, email suzette.seaton@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

North West Regional Hospital

Registered Nurse, Operating Rooms (502092).

Applications Close:—Friday, 28 May 2010.

Salary:—\$49,012 – \$64,842 p.a.

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

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

Location:—North West Regional Hospital, Burnie.

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

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

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

Enquiries to William Kerr, Department of Health and Human Services, phone (03) 6430 6652, email william.kerr@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

Primary Health Services North West

Enrolled Nurse (502476).

Applications Close:—Friday, 28 May 2010.

Salary:—\$47,703 – \$50,454 pro rata.

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

Fixed-term casual shift work, as and when required, commencing as soon as possible to 14 May 2012.

Location:—Smithton District Hospital and Community Health Centre.

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

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

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

Enquiries to Sharan McLaren, Department of Health and Human Services, phone (03) 6452 4650, email sharan.mclaren@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 (502689).

Applications Close:—Friday, 28 May 2010.

Salary:—\$37,809 – \$38,933 pro rata.

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

Fixed-term casual day work, as and when required, commencing as soon as possible to 14 May 2012.

Location:—Smithton District Hospital and Community Health Centre.

Duties:—Within a Primary Health Care framework function effectively as a member of a health care team in providing basic support services for frail aged people and people with disabilities and their carers.

Desirable Requirements:—Current drivers licence.

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

Enquiries to Sharan McLaren, Department of Health and Human Services, phone (03) 6452 4650, email sharan.mclaren@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 Care Assistant (502698).

Applications Close:—Friday, 4 June 2010.

Salary:—\$37,809 – \$38,933 pro rata.

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

Fixed-term casual day work, as and when required, commencing as soon as possible to 14 June 2012.

Location:—King Island Hospital and Health Centre.

Duties:—Within a primary health care framework the Home Help 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:—Possession of/or willingness to undertake Home Care Certificate and/or Personal Carers/Home Help Training Courses. Current driver's license. 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 Jacky Richards, Department of Health and Human Services, phone (03) 6462 9900, email kihhdon@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

Personal Carer (502419).

Applications Close:—Friday, 4 June 2010.

Salary:—\$38,264 – \$42,315 pro rata.

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

Fixed-term casual day work, as and when required, commencing as soon as possible to 14 June 2012.

Location:—King Island Hospital and Health Centre.

Duties:—To provide personal care for the elderly clients living in the Residential Care Facility, under the direct supervision and direction of the Registered Nurse in

conjunction with the Nurse Unit Manager.

Desirable Requirements:—Certificate 3 in Community Services (Aged Care).

Essential Requirements:—Current Driver's 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 Jacky Richards, Department of Health and Human Services, phone (03) 6462 9900, email kihhdon@dhhs.tas.gov.au.

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

Clinical Nurse (504243).

Applications Close:—Friday, 28 May 2010.

Salary:—\$65,595 – \$69,363 p.a.

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

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

Location:—Day Procedure Unit.

Duties:—In consultation with the NUM undertakes the management and delivery of quality patient care, through efficient and effective utilisation of human and material resources in conjunction with other members of the health care team in the Endoscopy Unit and the Day Procedure Unit.

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

Enquiries to Annette Galvin-Ridge, Department of Health and Human Services, phone 63488723, email annette.galvin-ridge@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

Clinical Nurse (504278).

Applications Close:—Friday, 28 May 2010.

Salary:—\$65,595 – \$69,363 p.a.

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

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

Location:—Ward 5B.

Duties:—Functions as an advanced clinical practitioner within the designated area and provides management support to the Nurse Unit Manager (NUM) and Nurse Educators including participation in staff education and the management of staff performance. Ward 5B consists of Orthopaedics, Plastics, ENT and General Surgery patients.

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

Enquiries to Ian Waterhouse, Department of Health and Human Services, phone 63487636, email ian.waterhouse@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

Enrolled Nurse (Medication Endorsed) (518535).

Applications Close:—Friday, 28 May 2010.

Salary:—\$47,703 – \$50,454 pro rata.

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

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

Location:—Ward 3R.

Duties:—In accordance with Agency policies and legal requirements, the Enrolled Nurse delivers direct patient/client care of a prescribed recurrent nature under the supervision of a Registered Nurse.

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 Lee Wallace, Department of Health and Human Services, phone 63487094, email lee.wallace@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

Telephonist/Enquiries Officer (Relief) (503302).

Applications Close:—Friday, 28 May 2010.

Salary:—\$42,877 – \$46,722 pro rata.

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

Fixed-term casual shift work, hours as and when required, commencing As soon as possible for a period of 12 months.

Location:—Telecommunications, Launceston General Hospital.

Duties:—The Switchboard Operator at the Launceston General Hospital is responsible for providing clients with a professional and efficient service in regard to incoming/outgoing telephone enquiries.

Desirable Requirements:—A thorough knowledge or demonstrated capacity to gain knowledge of the operations of a large intelligent network and attendant console. Sound knowledge of or an ability to acquire the knowledge of the communication network and support service provided by TASINET. Demonstrated capacity to communicate effectively at all levels and to handle sensitive situations with diplomacy and confidentiality with enquiries from external and internal clients.

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

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

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Primary Health Services North

Home Help (507295).

Applications Close:—Friday, 28 May 2010.

Salary:—\$37,809 – \$38,933 pro rata.

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

Fixed-term casual day work, as and when required, commencing as soon as possible to 28 May 2012.

Location:—Ravenswood Community Health Centre.

Duties:—Within a primary health care framework the provision of a range of basic home care support services for frail aged people, and people with disabilities and their carers.

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 Karen Willis, Department of Health and Human Services, phone (03) 6336 5129, email karen.willis@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

POLICY, INFORMATION AND COMMISSIONING

*Purchasing and Performance Management***Clinical Coding, Auditor and Educator (518574).**

Applications Close:—Friday, 4 June 2010.

Salary:—\$69,202 – \$81,965 p.a.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—The position will focus on auditing clinical documentation and coding for; Admitted, Emergency Department and other non-admitted patient services, initiating improvement activities to ensure suitability of coded information, and providing direction and education to clinical coders and other relevant staff to enhance the quality of clinical coding.

Desirable Requirements:—Experience and demonstrated ability in auditing of clinical coding (ICD-10-AM) and education of clinical coders. Extensive and proven recent experience in tertiary hospital clinical coding (ICD-10-AM), including in-depth knowledge of Casemix related issues, particularly in regard to Diagnosis Related Groups. The ability to develop and provide training courses relating to clinical coding (ICD-10-AM) issues, including the capacity to educate and motivate staff subsequent to training.

Enquiries to Kevin Ratcliffe, Department of Health and Human Services, phone (03) 6233 3306, email kevin.ratcliffe@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

Medical Scientist in Charge (510216).

Applications Close:—Friday, 28 May 2010.

Salary:—\$103,255 p.a.

Allied Health Professionals (Tasmanian Public Sector) Industrial Agreement 2010, Allied Health Professional Manager, Level 5, Grade 2.

Permanent full-time day work (with oncall).

Location:—Pathology Services, Royal Hobart Hospital.

Duties:—As part of a senior practice management group, the incumbent will contribute to broader clinical management and service delivery issues, including policy review and the development of strategies to meet current and future service priorities. This person has the responsibility for the delivery of complex diagnostic services to the Department's clients at both State-wide and Regional levels and for the co-ordination of projects in both the laboratory and clinical areas. The incumbent directs professional and technical staff working in the Microbiology and viral serology laboratories and also has responsibility for the staff of the Pathology wide sterilisation area. The incumbent works under the broad direction of the Medical Director of the Department and the Principal Scientist.

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

Enquiries to Dr Peter Vervaaert, Department of Health and Human Services, phone (03) 6222 8240, mobile 0409 233 738, email peter.vervaart@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

*Royal Hobart Hospital***Clinical Nurse (Skills Facilitator) (509588).**

Applications Close:—Friday, 28 May 2010.

Salary:—\$65,595 – \$69,363 p.a.

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

Fixed-term full-time Shift Work (Fully Rotational), commencing As soon as possible for a period of 12 months.

Location:—Royal Hobart Hospital.

Duties:—Functions as an advanced clinical practitioner within the Perioperative environment and provides facilitates the development and maintenance of staff skills whilst supporting the role of the Clinical Nurse Manager Clinical Practice and Clinical Nurse Educator.

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

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

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

Enquiries to Scott Dickson, Department of Health and Human Services, phone (03) 6222 8536, email scott.dickson@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 Psychologist (511072).**

Applications Close:—Friday, 4 June 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:—The Royal Hobart Hospital is seeking a psychologist to work as part of its multi disciplinary team in the Pain Management Unit. The successful applicant will assist in running patient information sessions, contribute to

multi disciplinary assessments of patients, help run the pain management group programme, carry a case-load of patients for brief individual therapy and will develop referral networks of GPs, psychologists and similar in the southern Tasmanian community. Ability to supervise psychology students completing Masters and similar tertiary studies is an advantage.

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

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

Enquiries to Toby Croft, Department of Health and Human Services, phone (03) 6222 7840, email toby.croft@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

Medical Orderly (Relief) (508078).

Applications Close:—Friday, 28 May 2010.

Salary:—\$37,809 – \$38,933 p.a.

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

Fixed-term casual shift work, working as and when required, to commence As soon as possible to 30 September 2010.

Location:—Royal Hobart Hospital.

Duties:—To provide assistance to Medical, Nursing, and Para-medical staff in the lifting, positioning and general care of patients. Transport of patients within the hospital environment. As directed, provide Orderly services in the Department of Emergency Medicine, Radiology, and Operating Theatres.

Enquiries to Chris Taylor, Department of Health and Human Services, phone (03) 6222 8509, email chris.taylor@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Royal Hobart Hospital

Private Practice Billing Co-ordinator/Supervisor (514114).

Applications Close:—Friday, 28 May 2010.

Salary:—\$53,384 – \$62,872 p.a.

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

Fixed-term full-time day work, commencing as soon as possible for a period of 12 months.

Location:—Royal Hobart Hospital.

Duties:—Provide day to day supervision, leadership and training to private practice scheme (PPS) billing clerks. Facilitate, motivate and promote a team approach for the achievement of an efficient and effective patient billing service. Assist with the identification and development of processes, policies and procedures to maximize Hospital PPS revenue. Co-ordinate and manage all aspects of inpatient billing on behalf of the PPS participating Specialists.

Enquiries to Pam McGrath, Department of Health and Human Services, phone (03) 6222 7937, email pam.mcgrath@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Royal Hobart Hospital

Project Officer, Improving Management of the Deteriorating Patient (518614).

Applications Close:—Friday, 28 May 2010.

Salary:—\$65,595 – \$69,363 pro rata.

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

Fixed-term part-time day work, working 45.6 hours per fortnight, commencing as soon as possible for a period of 2 years.

Location:—Royal Hobart Hospital.

Duties:—Develop systems and resources that ensures optimal and timely recognition and care to patients who deteriorate physiologically at the Royal Hobart Hospital in order to improve patient outcomes and experience.

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

Enquiries to Amy Genford, Department of Health and Human Services, phone (03) 6222 7503, mobile 0488 035 573, email amy.genford@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, 4 June 2010.

Salary:—\$74,477 – \$79,725 p.a.

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

Permanent full-time day work.

Location:—Alcohol and Drug Services 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 5571, 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

Forensic Mental Health Services

Wilfred Lopes Centre.

Clinical Nurse (515162).

Applications Close:—Friday, 4 June 2010.

Salary:—\$65,595 – \$69,363 p.a.

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

Permanent full-time day work.

Location:—Wilfred Lopes Centre.

Duties:—A vacancy exists for a highly motivated individual to co-ordinate the patient leave programme for the Wilfred Lopes Centre Tasmania. You will be required to liaise with other government sectors, the non government sector (NGOs) and the wider Community Forensic Mental Health Service to safely deliver rehabilitation services to patients of the Centre and to enhance their reintegration to the community.

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

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

Enquiries to Susan Styles, Department of Health and Human Services, phone (03) 6216 8001, email susan.styles@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

Customer Service Officer (518011).

Applications Close:—Friday, 28 May 2010.

Salary:—\$42,877 – \$46,722 p.a.

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

Fixed-term full-time day work, commencing 31 May 2010 until 30 December 2010.

Location:—Oral Health Services North.

Duties:—The Customer Service Officer will provide an efficient and effective reception service to all clients and centre based staff as well as administrative and clerical support to Oral Health Services Tasmania staff and external service providers. You will liaise and assist in the co-ordination of the day to day functions of the Dental Centre and community clinics. You will provide a clerical support service in relation to the administrative functions associated with primary patient care.

Desirable Requirements:—Well developed communication and interpersonal skills, with the ability to liaise with all disciplines of professional staff. Ability to be flexible and work effectively as part of a team in a busy, demanding work environment, together with well developed time management skills and the ability to prioritise work. Demonstrated ability to work with difficult and demanding clients, including a high level of adaptability and flexibility.

Enquiries to Adelle Eadie, Department of Health and Human Services, phone (03) 6336 4118, email adele.eadie@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Health and Wellbeing Services

Oral Health Services

Dental Assistant (519483).

Applications Close:—Friday, 28 May 2010.

Salary:—\$42,877 – \$46,722 p.a.

Health and Human Services (Tasmanian State Service) Award, Health Services Officer1, Level 5.

Permanent full-time day work.

Location:—Oral Health Services North.

Duties:—The Dental Assistant will assist the Dental Clinician by providing a range of support including clinical chairside assistance, administrative and clerical activities, and sterilisation and infection control practices. You will take a lead role in training, assisting and orientating less experienced staff. You will provide expert chairside assistance to the Dental Clinician, prepare existing and new materials and equipment for clinical procedures. You will assist the Dental Officer with procedures carried out under general anaesthetic in the operating theatre.

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

Enquiries to Vanessa Whiteman, Department of Health and Human Services, phone (03) 6336 4125, fax (03) 6336 4111, email vanessa.whiteman@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Health and Wellbeing Services

Oral Health Services

Dental Assistant (515795).

Applications Close:—Friday, 28 May 2010.

Salary:—\$42,877 – \$46,722 pro rata.

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

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

Location:—Oral Health Services North.

Duties:—The Dental Assistant will assist the Dental Clinician by providing a range of support including clinical chairside assistance, administrative and clerical activities, and sterilisation and infection control practices. You will take a lead role in training, assisting and orientating less experienced staff. You will provide expert chairside assistance to the Dental Clinician, prepare existing and new materials and equipment for clinical procedures. You will assist the Dental Officer with procedures carried out under general anaesthetic in the operating theatre.

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

Enquiries to Vanessa Whiteman, Department of Health and Human Services, phone (03) 6336 4125, email vanessa.whiteman@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Health and Wellbeing Services

Oral Health Services

Dental Assistant- Relief (501378).

Applications Close:—Friday, 28 May 2010.

Salary:—\$42,877 – \$46,722 p.a.

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

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

Location:—Oral Health Services South.

Duties:—The role of the Dental Assistant is to assist the Dental Clinician by providing a range of support including clinical

chairside assistance, administrative and clerical activities and sterilisation and infection control practices.

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

Enquiries to Tracey Laws, Department of Health and Human Services, phone (03) 6214 5472, email tracey.laws@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Mental Health Services North

Registrar, Psychiatry (504817).

Applications Close:—Friday, 28 May 2010.

Salary:—\$62,252 – \$70,178 p.a.

Salaried Medical Practitioners (AMA Tasmania/DHHS) Agreement 2009, Medical Practitioner in Training, Level 2 (Salary commensurate with qualifications and experience).

Fixed-term full-time day work (with oncall) for a period of 12 months.

Location:—Mental Health Services North.

Duties:—The purpose of the position is the care and treatment of psychiatric patients in Mental Health Services North, including rostered emergency cover, as a junior doctor in supervision. The Registrar, Psychiatry will be required to provide clinical services, including assessment, treatment and further reviews of clients in the allocated service/training rotation and ensure availability during working hours for emergencies as required, and provide out-of-hours service in accordance with an approved roster (remote call).

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.

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 Dr Manilal Maharajh, Department of Health and Human Services, phone (03) 6348 7188, email mani.maharajh@dhhs.tas.gov.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Mental Health Services South

Clinical Nurse Consultant (515675).

Applications Close:—Friday, 28 May 2010.

Salary:—\$74,477 – \$79,725 p.a.

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

Permanent full-time day work.

Location:—Mental Health Services South.

Duties:—As part of a multidisciplinary team delivering high quality mental health services in accordance with Mental Health Service principles, National Mental Health Standards, Agency policy, legal requirements and relevant professional competencies the Clinical Nurse Consultant will provide professional clinical leadership, support and direction to Registered Nurses in the practice setting, in the delivery of specialist services to clients of Inpatient and Extended Treatment Mental Health Services, utilising evidence based practice and recovery principles. Work in collaboration with relevant senior staff in the development and implementation of agreed professional development strategies and activities, to foster service improvement and meet the statewide strategic plan.

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

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

Enquiries to Sharmayne Batt, Department of Health and Human Services, mobile 0439 011 203, email sharmayne.batt@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STATEWIDE AND MENTAL HEALTH SERVICES

Mental Health Services Statewide

Quality and Consumer Safety Consultant (507653).

Applications Close:—Friday, 28 May 2010.

Salary:—\$69,202 – \$81,965 p.a.

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

Fixed-term full-time day work commencing as soon as possible for a period of 8 months.

Location:—St Johns Park, New Town.

Duties:—As a member of the Clinical Governance Unit, the Quality and Consumer Safety Consultant will be responsible for ensuring and promoting a proactive, integrated and innovative approach to quality improvement, consumer safety and clinical risk management activities within Statewide and Mental Health Services (exclusive of Health and Wellbeing Services). You will be required to act as a resource to senior managers and staff of the component services of Statewide and Mental Health Services, providing advice and support and assistance in the implementation and evaluation of quality improvement, consumer safety and clinical risk management strategies.

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 Maggie Crawford, Department of Health and Human Services, phone (03) 6230 7803, email maggie.crawford@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

MINERAL RESOURCES TASMANIA

*Metallic Minerals and Geochemistry***Geologist (420103).**

Applications Close:—Friday, 28 May 2010.

Salary:—\$69,098 – \$79,912 p.a.

Tasmanian State Service Award, Professional Stream, Band 2.

Permanent full-time.

Location:—Rosny Park.

Duties:—When necessary, undertake limited field work in support of this activity. Undertake processing and presentation of complex or new datasets and develop innovative methods for the processing or display of these. Prepare information from published and unpublished sources and personal observation and make entries into the TIGER information system and other associated databases. Interact with and provide scientific advice to Mineral Resources Tasmania personnel, external stakeholders, consultants and the general public.

Develop, update and present digital three dimensional geological models compiled from geoscientific data acquired by MRT, companies and researchers.

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

Desirable Requirements:—An Honours degree or higher qualification with a major in geology together with a working knowledge of Tasmanian geology and experience in the construction of digital three dimensional geological models.

Appropriate Course Of Study:—For the purposes of the previous section, 'an appropriate graduate qualification' is a Degree in Science (majoring in Geology) from a recognised University.

Enquiries to Geoff Green, Manager Metallic Minerals and Geochemistry, Department of Infrastructure, Energy and Resources, 30 Gordons Hill Road, Rosny, phone (03) 62 33 8335, email geoff.green@dier.tas.gov.au.

Applications to HR Operations, 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

*Operations***Graduate Engineer (Electronics) (372333).**

Applications Close:—Friday, 11 June 2010.

Salary:—\$49,830 – \$74,171 p.a.

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

Permanent full-time.

Location:—Hobart.

Duties:—Assist with maintaining and operating control and monitoring systems (and associated communications equipment), e.g. SCATS (Sydney Co-ordinated Adaptive Traffic System). Assist with the preparation of traffic signal and other traffic management programme development and delivery activities. Undertake and manage nominated projects to ensure they meet the project scope, time, cost and quality objectives. Prepare written correspondence, briefs and other documents.

Represent the Roads and Traffic Division at meetings and forums as required.

Research opportunities for enhancing existing systems and developing new intelligent transport systems solutions.

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

Current Driver's Licence.

Enquiries to Madelaine Wilbow, Senior Executive Assistant, Department of Infrastructure, Energy and Resources, 10 Murray Street, phone (03) 62 33 3337, email madelaine.wilbow@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***Graduate Engineer (Civil)—2 Vacancies.**

Applications Close:—Friday, 11 June 2010.

Salary:—\$49,830 – \$74,171 p.a.

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

Vacancy No. 372330.

Permanent full-time.

Location:—Hobart.

Vacancy No. 372332.

Permanent full-time.

Location:—Hobart.

Duties:—Undertake and manage nominated projects to ensure they meet the project scope, time, cost and quality objectives. Assist with the preparation of road and bridge programme development, setting and delivery. Prepare written correspondence, briefs and other documents. Represent the Roads and Traffic Division at meetings and forums as required. Contribute to the development of policies, procedures, databases and systems.

Undertake engineering investigations, including review and monitoring, and prepare reports with recommendations.

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

Current Driver's Licence.

Enquiries to Madelaine Wilbow, Senior Executive Assistant, Department of Infrastructure, Energy and Resources, 10 Murray Street, phone (03) 62 33 3337, email madelaine.wilbow@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.

JUSTICE

POPPY ADVISORY AND CONTROL BOARD

Field Officer (350832).

Applications Close:—Friday, 28 May 2010.

Salary:—\$49,097 – \$53,441 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time 73.5 hours per fortnight, for the duration of the poppy season (7 months) from August to March each year.

Location:—Southern Tasmania.

Duties:—Undertake designated programmes of inspection and control of poppy and other licensed crops, including pre-season assessments, installation of relevant warning signs, surveillance (i.e. regular inspections), supervision of harvesting and after-harvest clean up of paddocks. Undertake preliminary investigation of thefts of material from or interference with licensed crops. Preparation of reports including an accurate diagrammatical view of any interference location. In the event of crop interference, liaise with the property owner, police and appropriate poppy company.

Essential Requirements:—A current Tasmanian Drivers Licence.

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

Enquiries to Terry Stuart, Manager, Poppy Advisory and Control Board, Department of Justice, phone (03) 6429 8781, mobile 0419 327 437, email terry.stuart@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 Human Resources on (03) 6233 6809.

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

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

JUSTICE

SUPREME COURT

*Hobart***Court Operations Officer—3 Vacancies.**

Applications Close:—Friday, 28 May 2010.

Salary:—\$43,406 – \$47,341 pro rata.

Tasmanian State Service Award, General Stream, Band 2.

Vacancy No. 356239.

Permanent part-time 40 hours per fortnight (flexible working arrangements to be negotiated).

Location:—Hobart.

Vacancy No. 356240.

Permanent part-time 40 hours per fortnight (flexible working arrangements to be negotiated).

Location:—Hobart.

Vacancy No. 356241.

Permanent part-time 40 hours per fortnight (flexible working arrangements to be negotiated).

Location:—Hobart.

Duties:—In accordance with the Admissions to Courts Act 1916 and any other relevant legislation provide security services to the Supreme Court by:.

Screening people attending court and court premises including conducting searches of personal effects.

Removing people from courts and court premises in accordance with the statutory provisions and under direction from judicial and other authorised officers.

Carrying out other duties as provided by the relevant statutory provisions and as directed by judicial and other authorised officers.

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

Enquiries to Peter Graham, Jury and Security Co-ordinator, Department of Justice, phone (03) 6233 6362, email peter.graham@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 Peter Graham on (03) 6233 6362.

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

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

JUSTICE

TASMANIA PRISON SERVICE

*Integrated Offender Management***Project Officer Family and Child Inclusive Practice (356243).**

Applications Close:—Friday, 28 May 2010.

Salary:—\$66,073 – \$69,098 p.a.

Tasmanian State Service Award, General Stream, Band 5.

Fixed-term full-time 73.50 hours per fortnight to 24 December 2010.

Location:—Risdon.

Duties:—Conduct research into child and family sensitive practices relevant to the Tasmania Prison Service (TPS) and develop a child and family sensitive practices policy for the TPS. Analyse the literature concerning the parenting deficits of male and female inmates. Utilise this analysis to conduct a review of parenting programmes and provide a recommendation on which programmes may be suitable for use by the TPS.

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:—Demonstrated capacity to undertake research and develop a literature review with the ability to develop high level policy documents. Demonstrated capacity to analyse data and present appropriate recommendations. Demonstrated understanding of, or the capacity to rapidly attain knowledge of Family and Child sensitive practices.

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

Applications to Daphne Webb, Human Resources Officer, 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 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 is one attachment in either Microsoft Word format or RTF (rich text format). Only those applicants shortlisted for interview will be contacted.

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

PREMIER AND CABINET

MINISTERIAL AND PARLIAMENTARY SERVICES

Administrative Assistant (various).

Applications Close:—Friday, 21 May 2010.

Salary:—\$43,406 – \$66,073 To be negotiated.

Classification:—See Below.

Contract Position for the term of the current Tasmanian State Government.

Location:—Hobart.

Duties:—Provide quality administrative support to the Leader, Shadow Ministers and staff in the Opposition Leader's Office.

Desirable Requirements:—Experience in a similar position

within a political office. Current driver's licence.

Enquiries to Don Morris, phone (03) 6233 6295, email Don.Morris@parliament.tas.gov.au.

Applications to Don Morris, Employment Application, Parliament House, Hobart TAS 7000, email Don.Morris@parliament.tas.gov.au.

PREMIER AND CABINET

MINISTERIAL AND PARLIAMENTARY SERVICES

Chief of Staff, Will Hodgman MP (Various).

Applications Close:—Friday, 21 May 2010.

Salary:—\$101,638 – \$119,876 To be negotiated.

Classification:—See Below.

Contract Position for the term of the current Tasmanian State Government.

Location:—Hobart.

Duties:—Act as the administrative Head of Office for the Leader of the Opposition. Provide strategic leadership and direction within the Leader's office and responsible for tactical parliamentary and political advice to the Leader and Shadow Ministers. Provide management of the administrative functions within the Leader's office with responsibility for the accurate and timely completion of administrative tasks.

Desirable Requirements:—Academic qualifications or relevant work experience applicable to the range of activities of the Leader's Office. Experience in a similar position within a political office. Current driver's licence.

Enquiries to Laura Eaton, phone (03) 6233 2634, email Laura.Eaton@parliament.tas.gov.au.

Applications to Laura Eaton, Employment Application, Parliament House, Hobart TAS 7000, email Laura.Eaton@parliament.tas.gov.au.

PREMIER AND CABINET

MINISTERIAL AND PARLIAMENTARY SERVICES

Electorate Officer, Will Hodgman MP.

Applications Close:—Friday, 21 May 2010.

Salary:—To be negotiated.

Classification:—See Below.

Contract Position for the term of the current Tasmanian State Government.

Location:—Kingston.

Duties:—Manage the Electorate Office of the Member and provide electorate assistance and administrative and secretarial support to the Member. Provide executive support to the Member and undertake basic research tasks and provide secretarial and reception support.

Desirable Requirements:—Experience in a similar position within a political office.

Current driver's licence.

Enquiries to Laura Eaton, Office Manager, Department of Premier and Cabinet, phone (03) 6233 2634, email Laura.Eaton@parliament.tas.gov.au.

Applications to Will Hodgman MP, Liberal Member for Franklin, Parliament House, Hobart TAS 7000.

PREMIER AND CABINET

MINISTERIAL AND PARLIAMENTARY SERVICES

Executive Assistant to Cassy O'Connor MP (Various).

Applications Close:—Monday, 24 May 2010.

Salary:—\$49,097 p.a.

Classification:—See Below.

Contract Position for the term of the current Tasmanian State Government.

Location:—Hobart.

Duties:—Provide a high level of executive support to Cassy O'Connor MP in her electorate office, including handling constituent enquiries, secretarial services, general administration, research, and assistance with Parliamentary matters.

Desirable Requirements:—Capacity to work in a high pressure environment whilst maintaining high professional standards. Flexibility regarding hours worked. Preparedness to work between the electorate office and Parliament House.

Enquiries to Rosemary Bennett, Office Manager, phone (03) 6233 8300, fax (03) 6223 1406.

Applications to Office of the Tasmanian Greens Parliamentarians, C/- Parliament House, Hobart TAS 7000.

PREMIER AND CABINET

MINISTERIAL AND PARLIAMENTARY SERVICES

Executive Assistant to Nick McKim MP (Various).

Applications Close:—Monday, 24 May 2010.

Salary:—\$49,097 p.a.

Classification:—See Below.

Contract Position for the term of the current Tasmanian State Government.

Location:—Hobart.

Duties:—Provide a high level of executive support to Greens Leader Nick McKim MP in his electorate office, including handling constituent enquiries, secretarial services, general administration, research, and assistance with Parliamentary matters.

Desirable Requirements:—Capacity to work in a high pressure environment whilst maintaining high professional standards. Flexibility regarding hours worked. Preparedness to work between the electorate office and Parliament House.

Enquiries to Rosemary Bennett, Office Manager, Department of Premier and Cabinet, phone (03) 6233 8300, fax (03) 6223 1406.

Applications to Office of the Tasmanian Greens Parliamentarians, Department of Premier and Cabinet, C/- Parliament House, Hobart TAS 7000.

PREMIER AND CABINET

MINISTERIAL AND PARLIAMENTARY SERVICES

Executive Assistant to Paul O'Halloran MP (Various).

Applications Close:—Monday, 24 May 2010.

Salary:—\$49,097 p.a.

Classification:—See Below.

Contract Position for the term of the current Tasmanian State Government.

Location:—North West.

Duties:—Provide a high level of executive support to Paul O'Halloran MP in his electorate office, including handling constituent enquiries, secretarial services, general administration, research, and assistance with Parliamentary matters.

Desirable Requirements:—Capacity to work in a high pressure environment whilst maintaining high professional standards. Flexibility regarding hours worked. Preparedness to work between the electorate office and Parliament House.

Enquiries to Rosemary Bennett, Office Manager, phone (03) 6233 8300, fax (03) 6223 1406.

Applications to Office of the Tasmanian Greens Parliamentarians, C/- Parliament House, Hobart TAS 7000.

PREMIER AND CABINET

MINISTERIAL AND PARLIAMENTARY SERVICES

Executive Officer (Various).

Applications Close:—Friday, 21 May 2010.

Salary:—\$43,406 – \$66,073 To be negotiated.

Classification:—See Below.

Contract Position for the term of the current Tasmanian State Government.

Location:—Hobart.

Duties:—Provide quality leadership and management of the administrative functions within the Leader's office with responsibility for the accurate and timely completion of administrative tasks.

Desirable Requirements:—Experience in a similar position within a political office. Current driver's licence.

Enquiries to Don Morris, phone (03) 6233 6295, email Don.Morris@parliament.tas.gov.au.

Applications to Don Morris, Job Application, Parliament House, Hobart TAS 7000, email Don.Morris@parliament.tas.gov.au.

PREMIER AND CABINET

MINISTERIAL AND PARLIAMENTARY SERVICES

Office Manager (Various).

Applications Close:—Friday, 21 May 2010.

Salary:—\$43,406 – \$66,073 To be negotiated.

Classification:—See Below.

Contract Position for the term of the current Tasmanian State Government.

Location:—Hobart.

Duties:—Provide quality leadership and management of the administrative functions within the Leader's office with responsibility for the accurate and timely completion of administrative tasks.

Desirable Requirements:—Experience in a similar position within a political office. Current driver's licence.

Enquiries to Don Morris, phone (03) 6233 6295, email Don.Morris@parliament.tas.gov.au.

Applications to Don Morris, Employment Application, Parliament House, Hobart TAS 7000, email Don.Morris@parliament.tas.gov.au.

PREMIER AND CABINET

TASMANIA TOGETHER PROGRESS BOARD

Project Officer (Communication and Promotion) (001390).

Applications Close:—Friday, 28 May 2010.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Fixed-term full-time (6 months).

Location:—Hobart.

Duties:—As part of the Promotion and Communication Project, provide communications-related development, co-ordination, advice and assistance to the Director and the Board on communications aimed at the promotion of Tasmania Together, consultation with the community and the development of collaborative activity.

Desirable Requirements:—A tertiary qualification in a relevant discipline or research experience to similar level would be desirable.

Enquiries to Phillip Hoysted, Director, Tasmania Together Progress Board, Department of Premier and Cabinet, phone (03) 6232 7010, email Phillip.Hoysted@tasmaniattogether.tas.gov.au.

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

PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

INFORMATION AND LAND SERVICES

*Service Tasmania Operations***Relief Client Service Officer (Readvertised) (703081).**

Applications Close:—Friday, 28 May 2010.

Salary:—\$49,097 – \$53,441 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent part-time 18.37 hours per week.

Location:—Southern Region/Hobart.

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

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

Duties:—To provide relief to the Service Tasmania shops within their region as required.

Note: This position may not allow taking leave in peak periods and will require the occupant to travel widely within the region with minimum notice and could also include staying overnight in various locations. Applicants may be required to use their own motor vehicle. Appropriate allowances will be paid.

Essential Requirements:—A current licence to drive a motor vehicle in Tasmania.

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:

Conviction check for: crimes involving dishonesty, crimes of violence, sex related offences, serious drug offences.

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

Applications should quote vacancy title and number, be marked Personal 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 Dean Kane, phone (03) 6233 5447, email dean.kane@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

WATER AND MARINE RESOURCES

*Water Management***Project Manager (Groundwater) (702965).**

Applications Close:—Friday, 28 May 2010.

Salary:—\$49,097 – \$79,912 p.a.

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

Fixed-term full-time until 24 December 2011.

Location:—Hobart.

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 a technical groundwater project undertaking field investigations for the development of State policy relating to groundwater-surface water interactions.

Essential Requirements:—A Degree in Natural Resource Management, Science, or Engineering, or an equivalent qualification, relevant to the professional duties to be undertaken, as provided by a university.

Desirable Requirements:—At least several years experience in water or natural resource investigations and management. A current motor vehicle drivers licence. Relevant post graduate studies, particularly in groundwater, would be highly regarded.

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 Ian Houshold, phone (03) 6233 3868, email Ian.Houshold@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.

PUBLIC TRUSTEE

ADMINISTRATION

Executive Assistant (790183).

Applications Close:—Friday, 28 May 2010.

Salary:—\$49,097 – \$53,441 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Fixed-term full-time (up to 12 months).

Location:—Hobart.

Duties:—As the personal assistant to the CEO the incumbent will provide executive support services with a high standard of word processing for the CEO, the Board of the Public Trustee, the Human Resources Manager and, on occasion, to the Executive Management Team. The Executive Assistant will also provide a relief reception service for Legal Services including processing of Wills and other legal documents.

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, crimes of violence, serious drug offences and sex related offences.

Desirable Requirements:—The successful applicant for this position will possess a working knowledge of, and experience in executive and administrative services in a senior management environment. This person will have proven high level executive support skills including proven ability to effectively use current office technology, well developed organisational skills and the ability to set priorities and manage a variable workload.

Excellent communication skills required for this position will assist the successful applicant in dealing with a wide range of clients as well as a proven capacity to exercise initiative, judgement and discretion in this senior work environment. The successful applicant will be able to work effectively both individually and in a team environment using high level self and time management and problem solving skills. This person will also have an understanding of, and commitment to, the principles of workplace diversity and workplace health and safety within the working environment.

Applicants are encouraged to obtain further information about the advertised vacancy and submit applications addressing the criteria contained in the statement of duties. The statement of duties may be downloaded from the www.jobs.tas.gov.au website.

Enquiries to Peter Maloney, Chief Executive Officer, Public Trustee, G.P.O. Box 1565, Hobart, Tas, 7001, phone 6233 7611, email pmaloney@publictrustee.tas.gov.au.

Applications to Karyne Johns, Human Resource Officer, Public Trustee, 116 Murray Street, Hobart, Tas, 7000, phone 6233 7706, email kjohns@publictrustee.tas.gov.au.

The Public Trustee is committed to being a competitive, efficient and caring provider of quality, independent, trustee services to the Tasmanian Community. Further information about our services is available at www.publictrustee.tas.gov.au.

PUBLIC TRUSTEE

CORPORATE SERVICES

Manager Financial Operations (790215).

Applications Close:—Friday, 28 May 2010.

Salary:—\$83,867 – \$91,369 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Permanent full-time.

Location:—Hobart.

Duties:—Lead, manage and develop the human resources of the Financial Services Branch and manage the day to day delivery of the financial and investment operations of the Public Trustee. Prepare the Public Trustee's annual budget and financial statements and provide regular and timely reporting on results both internally and externally. Invest the Public Trustee's funds under management in accordance with approved delegations and guidelines and set crediting rates for common fund contributors.

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, crimes of violence, serious drug offences, sex related offences.

Desirable Requirements:—Appropriate tertiary qualifications, such as accounting and commercial qualifications. Eligibility for membership of the Australian Society of Certified Practising Accountants or equivalent.

Applicants are encouraged to obtain further information about the advertised vacancy and submit applications addressing the criteria contained in the statement of duties. The statement of duties may be downloaded from the www.jobs.tas.gov.au website.

Enquiries to Duncan Hall, General Manager Corporate Services, Public Trustee, G.P.O. Box 1565, Hobart, Tas, 7001, phone 6233 6874, email dhall@publictrustee.tas.gov.au.

Applications to Karyne Johns, Human Resource Officer, Public Trustee, 116 Murray Street, Hobart, Tas, 7000, phone 6233 7706, email kjohns@publictrustee.tas.gov.au.

The Public Trustee is committed to being a competitive, efficient and caring provider of quality, independent, trustee services to the Tasmanian Community. Further information about our services is available at www.publictrustee.tas.gov.au.

TASMANIAN POLYTECHNIC

SHARED SERVICES

Project Officer (002158).

Applications Close:—Friday, 28 May 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Permanent full-time.

Location:—South.

Duties:—To provide effective and comprehensive support to the General Manager Shared Services and Section Managers for Shared Services projects.

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

Desirable Requirements:—A relevant business or accounting qualification.

Enquiries to Tony Luttrell, General Manager, Shared Services, Tasmanian Polytechnic, phone (03) 6233 4607, mobile 0418 120 875, email tony.luttrell@polytechnic.tas.edu.au.

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

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

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

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

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

TASMANIAN POLYTECHNIC

WORKFORCE FUTURES

Workforce Learning Leader (Tourism and Hospitality) (330111).

Applications Close:—Friday, 4 June 2010.

Salary:—\$85,035 p.a.

Post Year 10 Teaching Staff Award, Band 2.

Permanent full-time.

Location:—North West.

Duties:—To ensure the provision and delivery of education and training programmes in specified industry sector areas offered by the Tasmanian Polytechnic, and motivate and lead relevant teaching teams.

To undertake management functions involving staff, resource allocation, monitoring, planning and student administration within a framework defined by the objectives of the Tasmanian Polytechnic.

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

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:— Current Drivers licence. Management experience in an education/training environment.

Enquiries to Michael Higgins, Workforce Sector Leader, Tourism and Hospitality, Tasmanian Polytechnic, phone (03) 6336 2737, mobile 0407 863 303, email michael.higgins@polytechnic.tas.edu.au.

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

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

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

Staff Movements

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	A. Mieztis	Principal	13.05.10
Education	J. Tomlin	Consultant School Support	13.05.10
Health & Human Services	J. Wood	Clinical Services Coordinator	07.05.10
Health & Human Services	K. Facer	Co-ordinator Maintenance Services	13.05.10
Health & Human Services	R. Hughes	Quality Coordinator	11.10.10
Health & Human Services	L. Ockerby	Safety Risk & Quality Officer	17.05.10
Health & Human Services	J. Gardam	Quality Officer	17.05.10
Justice	S. Wheeler	Correctional Manager	25.02.10
Police & Emergency Management	J. Harper	Deputy Regional Chief North	10.05.10

Transfer of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Primary Industries, Parks, Water & Environment	Z. Rimmer	Economic Development, Tourism & the Arts	Registration Officer (Repatriation)	10.05.10
Port Arthur Historic Site Management Authority	S. Brennan	Economic Development, Tourism & the Arts	Project Manager	10.05.10
Infrastructure, Energy & Resources	C. Eaves	Economic Development, Tourism & the Arts	Coordinator Market Research	25.05.10

Permanent Appointments

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Medical Scientist - Cytology	M. Webb	6 months	13.05.10	
Education	Traineeship & Apprenticeship Placement	B. Webber	6 Months	13.05.10
Education	Teacher Aide Special	P. Flood	6 Months	13.05.10
Education	Teacher	B. Oliver	6 Months	13.05.10
Education	Teacher	B. Freshney	6 Months	13.05.10
Education	Teacher Aide Special	S. Hitchins	6 Months	10.05.10
Education	Teacher	J. Lewis	6 Months	13.05.10
Education	School Library Technician	K. Groenewold	6 Months	06.05.10
Health & Human Services	Administrative Officer	J. Brown	6 months	20.05.10
Health & Human Services	Child Protection Worker	J. Schaller	6 months	28.04.10
Health & Human Services	Registered Nurse	A. McKenzie	6 months	17.05.10
Health & Human Services	Director of Nursing/ Manager	S. Cooper	6 months	10.05.10
Health & Human Services	Health Care Assistant	A. Meissner	6 months	11.05.10
Health & Human Services	Care Assistant	R. Tauti	6 months	16.05.10
Health & Human Services	Care Assistant	G. Archer	6 months	16.05.10
Health & Human Services	Clinical Nurse	M. Arvier	6 months	11.05.10
Health & Human Services	Client Support Officer	S. King	6 months	17.05.10
Health & Human Services	Project Manager	J. Kilworth	6 months	11.05.10
Health & Human Services	Senior Police Consultant	A. Kreft	6 months	19.05.10
Health & Human Services	Specialist Radiographer	F. Burcham	6 months	14.06.10
Health & Human Services	Allied Health Professional	M. Korpershoek	6 months	10.05.10
Health & Human Services	Health Care Assistant	S. Groenewold	6 months	11.05.10
Health & Human Services	Registered Nurse	A. Navidad	6 months	16.05.10
Health & Human Services	Admissions Officer	J. Ioannou	6 months	17.05.10
Infrastructure, Energy & Resources	Policy and Research Officer	C. Miller	6 months	05.05.10
Infrastructure, Energy & Resources	Project Officer	W. McKenna	6 months	05.05.10
Police & Emergency Management	Works Supervisor	M. Goggins	6 months	10.05.10
Treasury & Finance	Financial Analyst	H. Lyon	6 months	31.05.10
Port Arthur Historic Site Management Authority	Bookings and Ticketing Assistant	J. Kingston	6 months	19.05.10
Port Arthur Historic Site Management Authority	Food and Beverage Assistant	R. Lampkin	6 months	19.05.10
Port Arthur Historic Site Management Authority	Food and Beverage Assistant	J. Patterson	6 months	19.05.10
Port Arthur Historic Site Management Authority	Tour Guide	L. Smith	6 months	19.05.10
Port Arthur Historic Site Management Authority	Food and Beverage Assistant	W. Richards-Gilholm	6 months	19.05.10
Port Arthur Historic Site Management Authority	Tour Guide	W. Peart	6 months	19.05.10
Port Arthur Historic Site Management Authority	Tour Guide	K. Crossin	6 months	19.05.10
Port Arthur Historic Site Management Authority	Bookings and Ticketing Assistant	R. Mermet	6 months	19.05.10
Port Arthur Historic Site Management Authority	Food and Beverage Assistant	N. Westcott	6 months	19.05.10
Port Arthur Historic Site Management Authority	Food and Beverage Assistant	M. Noye	6 months	19.05.10
Tasmanian Polytechnic	Senior Records Clerk	C. Halidone	6 months	05.05.10
Tasmanian Polytechnic	Client Services Officer	S. Campbell	6 months	17.05.10
Tasmanian Polytechnic	Senior Client Services Regional Manager	B. Barnes	3 months	17.05.10
Tasmanian Polytechnic	HR Operations Officer	P. Davey	6 months	05.05.10

Extension or Renewal of Fixed-term Appointments Beyond 12 Months

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Term</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	Project Officer	J. Klaus	13 months	19.05.10
Primary Industries, Parks, Water & Environment	Project Assistant (Water Policy)	J. Brown	09/02/2009 - 31/01/2011	01.07.10

Resignation of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Hospital Aide	D. Oates	09.05.10
Health & Human Services	Child Protection Worker	E. Hess	07.05.10
Health & Human Services	Community Podiatrist	B. Kelly	07.05.10
Police & Emergency Management	Library Technician	R. Evans	14.05.10
Primary Industries, Parks, Water & Environment	Vet Officer (Disease Control and Surveillance)	R. Sharpe	14.05.10

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Health & Human Services	Admissions Officer	J. Spurr	10.05.10
Health & Human Services	Admissions Officer	P. OBrien	07.05.10



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.

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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.

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