



TASMANIAN STATE SERVICE NOTICES

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

Vacancies—General Information

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

www.jobs.tas.gov.au

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

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

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

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

Further Information

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

Submission of Applications

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

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

Fixed-Term Appointment

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

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

Fixed-Term Employment Registers

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



Investigation Skills (4 Days)

'Investigation Skills' addresses investigating non-compliance, gathering information through interviews, finalising and reporting on investigations. This short course is suitable for public service employees who have a responsibility for ensuring statutory investigation under a range of legislation, regulations, mandated government and organisational policies and procedures. This specialised training represents 'best practice' in conducting and reporting both simple and complex investigations.

Course requirements: To undertake the program you must have workplace experience in conducting investigations.

Course includes:

- Exercise regulatory powers.
- Investigate non-compliance.
- Produce formal record of interview.
- Gather information through interviews.
- Gather and manage evidence.
- Advise on progress of investigations.
- Finalise and report on investigations.

Facilitators: Syd McClymont and Bob Fielding each have over 40 years policing experience including crime scene examination, investigation, interviewing, interrogation, file preparation, giving evidence and prosecution of briefs. This background has given Syd and Bob an insight into the relevant legislation and its application in diverse circumstances.

Outcome: Statement of Attainment. Selected units from Certificate IV in Government (Investigation), Certificate IV in Government (Statutory Compliance) and Certificate IV in Government (Road Transport Compliance).

When: Course 1: Mon 4 - Thurs 7 October, 9am - 4pm.

Where: Clarence.

Cost: \$1400 per person. Fees are inclusive of workshop training, assessment and all materials.

Group bookings: Held at a time to suit you in your workplace. Contact us for a quote. Travel and related costs may apply when we visit you in your workplace.

For further information please contact:

Robyn Gottschalk
Phone: 6216 4388
Email: ETS@skillsinstitute.tas.edu.au

The Total Training Package
1300 362 175

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skillsinstitute.com.au

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

CULTURE, RECREATION AND SPORT

*Tasmanian Museum and Art Gallery***Program Design and Delivery Officer (425180).**

Applications Close:—Friday, 17 September 2010.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent part-time (0.6 FTE).

Location:—Hobart.

Duties:—Undertake functions associated with the development and delivery of visitor programs, including education services for both school groups and the general public, school holiday programs, volunteer guide programs and other public programs.

Assist with the co-ordination of visitor programs.

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

Desirable Requirements:—An appropriate tertiary degree or diploma from a recognised Australian institution. Previous experience in the education and/or public programs area of a museum or cultural attraction. Current Workplace Level 1 First Aid certificate or the ability to obtain one.

Enquiries to Anna Hawkes for a copy of the Statement of Duties, phone (03) 6211 4177, email Anna.Hawkes@development.tas.gov.au. For further information about the position please contact Kate Morris, Co-ordinator Museum Discovery, Tasmanian Museum and Art Gallery, phone (03) 6211 4153, email Kate.Morris@tmag.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 5601, fax (03) 6233 5703, email applications@development.tas.gov.au.

To be considered for an interview, applications must address the selection criteria outlined in the Statement of Duties and include a current Curriculum Vitae.

EDUCATION

CORPORATE SERVICES

Finance, Facilities and Business Support

Corporate Service Centre

Corporate Systems

Senior Systems Officer, Corporate Systems (590281).

Applications Close:—Friday, 10 September 2010.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Region South.

Description of Role:—Oversee the development and management of the Department's corporate information systems and the development of policy and procedures that support operations. Assist with the operation of ancillary business system interfaces with corporate systems and training and systems support activities.

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

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

Enquiries to Mark Teague, Department of Education, phone (03) 6233 3355, email mark.teague@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.

HEALTH AND HUMAN SERVICES

AMBULANCE TASMANIA

Administrative Assistant (510548).

Applications Close:—Friday, 10 September 2010.

Salary:—\$42,877 – \$46,722 p.a.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—Provide administrative, clerical and operational support to the Regional Superintendent; the Supervisor (Tactical Operations) and other senior staff as required.

Desirable Requirements:—Demonstrated office management skills including the ability to perform routine administrative and clerical duties with accuracy and precision. Capacity to provide basic research and project support services. Sound knowledge and experience in the use of software packages for the operation and production of reports, spreadsheets and databases, and the ability to learn new software applications. Effective organisational skills and a demonstrated ability to effectively exercise judgement and discretion in completing day to day tasks.

Enquiries to Noel Dalwood, Department of Health and Human Services, phone (03) 62308537, email noel.dalwood@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

AMBULANCE TASMANIA

Quality Support Co-ordinator (519445).

Applications Close:—Friday, 10 September 2010.

Salary:—\$65,248 – \$68,223 p.a.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—To validate, verify and review, on an ongoing basis,

the appropriateness of the AT Call-taking/Dispatch system as it relates to medical priority and dispatch protocols and to assist in the provision of a high quality emergency response service to ensure the delivery of co-ordinated quality operational systems and compliance with applicable legislation.

Desirable Requirements:—Demonstrated high level oral and written communication skills together with a proven ability to deal effectively with staff and corporate stakeholders. Broad knowledge and understanding of continuous improvement processes and concepts of best practice in contemporary quality management systems with specific experience in audit and quality analysis, review processes and report writing. Well developed organisational and analytical skills with the ability to plan, prioritise activities, make appropriate recommendations about identified issues and work autonomously following approved procedures and instructions.

Enquiries to Peter Morgan, Department of Health and Human Services, phone (03) 62308577, email peter.morgan@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

BUSINESS SERVICES NETWORK

Care and Business Solutions

Project Officer (Reporting/Forms) (519410).

Applications Close:—Friday, 10 September 2010.

Salary:—\$65,248 – \$68,223 p.a.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—The Department of Health and Human Services is to implement the iSOFT iPatient Manager (iPM) and HealthViews client based clinical information systems within the Statewide and Mental Health Services (SMHS) operational unit.

Desirable Requirements:—Proven technical experience in developing complex Reports/Forms, including their implementation and ongoing maintenance. Demonstrated experience in the use of software reporting tools and systems, including defining and documenting technical specifications, developing reports and forms for data capture purposes and managing data extracts processes. Well developed information management planning and business analyst skills, including the capacity to interpret business processes and information requirements such as Reports/Forms.

Enquiries to Warren Lewis, Department of Health and Human Services, phone (03) 62365534, email warren.lewis@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

CARE REFORM

Acute Services Reform

Executive Assistant (519640).

Applications Close:—Friday, 10 September 2010.

Salary:—\$48,439 – \$52,727 p.a.

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

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

Location:—Hobart.

Duties:—As part of a team supporting the delivery of safe and high quality health and human services in accordance with DHHS Strategic Directions, national health standards, Agency policy and legal requirements, provide comprehensive executive support to the Clinical Leader of the Emergency Care Network and the Manager, Acute Services Reform.

Desirable Requirements:—Highly developed interpersonal communication skills, including the proven ability to undertake duties in a professional manner with a high level of discretion, and effectively liaise with internal and external clients, while maintaining a high level of stakeholder satisfaction. Proven proficiency at an intermediate to high level in the use of information technology including, but not limited to, Microsoft Office suite, Microsoft Word, Microsoft Excel, Microsoft Outlook, and the use of basic office equipment such as fax machines, photocopiers and printers. High level of keyboard skills (e.g. speed and accuracy) and experience in the production of general office correspondence, reports and other general documents with a high degree of attention to detail, including accurate spelling and correct use of grammar.

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

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

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HEALTH AND HUMAN SERVICES

CARE REFORM

Acute Services Reform

Network Co-ordinator, Emergency Care Network (519635).

Applications Close:—Friday, 10 September 2010.

Salary:—\$69,202 – \$81,965 pro rata.

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

Fixed-term part-time day work for 38 hours per fortnight from As soon as possible for a period of 2 years.

Location:—Hobart.

Duties:—The Emergency Care Network (ECN) will focus on clinician engagement to facilitate service improvement. The ECN will span the primary, secondary and tertiary sectors related to emergency care in the area health services, mental health and ambulance services; and advise on diverse issues including policy, planning, governance, training of health professionals and service quality.

Desirable Requirements:—A comprehensive understanding of the delivery of emergency care services, the associated care quality standards and performance indicators. Project management: experience in the development and

implementation of projects that demonstrates the ability in consultation, interpersonal relations and time management. Demonstrated high level organisational and co-ordination skills, including capacity to support the activities of the Clinical Network Steering Committee, subcommittees and working parties.

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

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

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HEALTH AND HUMAN SERVICES

CARE REFORM

Acute Services Reform

Service Improvement Co-ordinator, Emergency Care (519641).

Applications Close:—Friday, 10 September 2010.

Salary:—\$92,929 – \$100,076 p.a.

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

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

Location:—Hobart.

PLEASE NOTE: This vacancy has also been advertised as a Registered Nurse Level 4 Grade 2 (519641d), there is only one position and one position will be filled based on merit.

Duties:—To support the Emergency Care Clinical Network to co-ordinate, implement and evaluate national and state defined service clinical care delivery reform, best practice and improvement initiatives related to the emergency care services 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, transfer. The following checks are to be conducted:—conviction check in the following areas: crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification Check.

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

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

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HEALTH AND HUMAN SERVICES

CARE REFORM

Acute Services Reform

Service Improvement Co-ordinator, Emergency Care (519641d).

Applications Close:—Friday, 10 September 2010.

Salary:—\$92,915 p.a.

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

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

Location:—Hobart.

PLEASE NOTE: This vacancy has also been advertised as a General Stream, Band 8 (519641), there is only one position and one position will be filled based on merit.

Duties:—To support the Emergency Care Clinical Network to co-ordinate, implement and evaluate national and state defined service clinical care delivery reform, best practice and improvement initiatives related to the emergency care services 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, transfer. The following checks are to be conducted:—conviction check in the following areas: crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check.

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

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

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HEALTH AND HUMAN SERVICES

CHIEF HEALTH OFFICER

Population Health

Policy and Planning Support Officer, Preventative Health (519438).

Applications Close:—Friday, 10 September 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 from as soon as possible until 24 June 2011.

Location:—Hobart.

Duties:—This exciting fixed term position will undertake duties that focus on improving the health and wellbeing of young people such as program planning, research and the development of tools and resources. The work will require an understanding of youth development and the issues impacting on young people's health and well being, research skills and the ability to engage and work effectively with young people and school communities. The position will work closely with the Youth Health Policy Officer and other members of the Healthy Settings team to achieve the desired outcomes.

Desirable Requirements:—Relevant tertiary qualifications and ability to apply an understanding of health promotion principles and population health approaches to the prevention and management of chronic conditions. Understanding of the political, social and organisational issues that may impact on the prevention and management of chronic conditions at a service and community level. An understanding of and /or experience in planning, developing, implementing, evaluating and reporting on population health/health promotion programs or projects.

Enquiries to Sue Frendin, Department of Health and Human Services, phone (03) 6222 7774, email sue.frendin@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

Womens Health Officer (North West) (501126).

Applications Close:—Friday, 10 September 2010.

Salary:—\$65,248 – \$68,223 p.a.

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

Permanent full-time day work.

Location:—Burnie.

Duties:—Under the general supervision of the Regional Manager, Women's Health North/North West, and in accordance with Population Health strategic directions, co-ordinate the delivery of the Women's Health Program in the North West of Tasmania.

Desirable Requirements:—Demonstrated experience in program planning, monitoring and reporting processes as well as financial, human and physical resource management. A thorough understanding of the health sector and health related issues particularly with reference to the social determinants of health, health inequities and women's health. High level oral and written communication and negotiation skills and the ability to liaise effectively across a broad range of issues and interest groups.

Enquiries to Marion Edmondson, Department of Health and Human Services, phone (03) 63362401, email marion.edmondson@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

System Support Officer (500642).

Applications Close:—Friday, 10 September 2010.

Salary:—\$53,384 – \$62,872 p.a.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—The Systems Support Officer will perform day-to-day FMIS duties operating with a degree of autonomy under the supervision of the Manager Finance Systems to support the Agency's FMIS applications and the user community. The occupant will be required to work closely with senior members of the team when undertaking analysis tasks or projects.

Desirable Requirements:—A demonstrated knowledge in the operation of Finance 1 applications, ancillary business

system interfaces and helpdesk services Knowledge of general accounting practices, preferably with experience in the public sector. Demonstrated capacity in problem solving, analytical and time management skills and the production of system documentation and presentations.

Enquiries to Jim Waugh, Department of Health and Human Services, phone (03) 6236 5803, email jim.waugh@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Disability, Child, Youth and Family Services

Review and Response Officer (515723).

Applications Close:—Friday, 17 September 2010.

Salary:—\$81,876 – \$90,556 p.a.

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

Permanent full-time day work.

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

Duties:—The Review and Response Officer provides clinical leadership and direction in the strategic development of responses for clients with complex and exceptional needs across the Department of Health and Human Services (DHHS) through:—Ensuring the effective implementation of Agency Collaboration Strategy through the facilitation of integrated collaborative practices and the provision of independent assessment, clinical review, supervision and support across DHHS.

High level advice to the Area Director, Disability, Child, Youth and Family Services (DCYFS) in relation to key trends in support and intervention models for complex client presentations and on individual client circumstances, clinical risk, and risk management.

Provision of clinical leadership and direction for the DCYFS's Area Review and Response Team to ensure the effective and early implementation of specialised service plans to meet the needs of clients with complex and/or exceptional issues.

Desirable Requirements:—Extensive knowledge and skill of, and significant post-graduate experience in, the delivery of specialist clinical assessment and therapeutic interventions for individuals with complex and exceptional needs across the health and human service sectors.

Demonstrated capacity to provide clinical leadership to, and work collaboratively within, fluid teams to achieve mutually acceptable solutions in the situations of differing interests and high sensitivity.

Demonstrated ability to undertake projects related to ongoing service and workforce development together with significant experience in the provision of clinical supervision, mentoring and training to support complex service responses.

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

The Commissioner has determined that the person nominated

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

Enquiries to Mike Willie, Department of Health and Human Services, phone (03) 6336 2235, email mike.willie@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Disability, Child, Youth and Family Services

Senior Policy Officer Youth at Risk (518514).

Applications Close:—Friday, 17 September 2010.

Salary:—\$83,041 – \$90,513 p.a.

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

Permanent full-time day work.

Location:—DCYFS, Youth Justice, Policy and Programs, Hobart.

Duties:—The Senior Policy Officer, Youth at Risk reports to the Manager, Youth Justice Policy and Programs. The job's primary responsibilities are to:

Provide policy and strategic direction to major service review and change projects including co-ordination across agency programs and the non government sector.

Provide support and advice to the Manager in relation to key section priorities.

Desirable Requirements:—Demonstrated knowledge of the issues involving young people at risk and those working with them and a demonstrated ability to undertake and effectively manage consultation processes with a range of stakeholders both within and external to government.

Demonstrated strategic planning and policy development skills, conceptual, analytical and creative skills including demonstrated ability to understand the political, social and organisational environment, to identify relevant issues and to make sound judgements about strategies, directions and priorities.

High level oral and verbal communication, negotiation and conflict resolution skills including demonstrated ability to liaise and negotiate complex and sensitive issues effectively.

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 Mark Byrne, Department of Health and Human Services, phone (03) 6233 4719, email mark.byrne@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Housing Tasmania

Budget Officer (500032).

Applications Close:—Friday, 10 September 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 01 November 2010 for a period of 12 months.

Location:—Housing Tasmania, South.

Duties:—Provide high-level assistance to the Manager Finance and Business Support in the role of co-ordinating the development of the budget, preparation of financial statements, monitoring and reporting financial performance.

Advise budget centre managers and other officers on budgetary and financial matters to enable them to provide an efficient and effective service, consistent with strategic and operational plans.

Provide daily supervision and management of staff within Finance and Business Support, so as to ensure optimal use of available resources.

Desirable Requirements:—High degree of competency in financial management and a sound knowledge, or the ability to quickly acquire knowledge, concerning contemporary public sector management.

Proven managerial experience including the ability to direct the work of staff, to identify and set objectives and to plan associated strategies and to motivate staff towards the achievement of objectives.

Proven ability to interpret and analyse information and to recommend appropriate action.

Enquiries to Rod Fazackerley, Department of Health and Human Services, phone (03) 6233 4810, email rod.fazackerley@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Housing Tasmania

Financial Analyst (519212).

Applications Close:—Friday, 10 September 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 01 November 2010 for a period of 12 months.

Location:—Housing Tasmania, South.

Duties:—Provide support to the Budget Officer in the development of the Division's budget, the monitoring and reporting of financial performance, and accounts related queries and correspondence. Ensure that revenue, expenditure and journal transactions are processed in a timely and accurate

manner, in accordance with Treasurer's Instructions and other legislative requirements. Assist the Budget Officer in the provision of business services and management reporting. Assist the budget Officer in the preparation of periodic and annual financial reports.

Desirable Requirements:—Experience in, and understanding of, general financial and budgetary processes.

Well developed ability to research, investigate, interpret and analyse financial and business issues, and where appropriate recommend action.

Demonstrated initiative and self motivation, along with the capacity to think creatively.

Enquiries to Tara Garrott, Department of Health and Human Services, phone (03) 6233 4804, email tara.garrott@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Housing Tasmania

Manager State-wide Maintenance Services (513352).

Applications Close:—Friday, 17 September 2010.

Salary:—\$92,929 – \$100,076 p.a.

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

Permanent full-time day work.

Location:—Housing Tasmania, Work location at Hobart, Launceston or Burnie (by negotiation).

Duties:—Be responsible for the effective delivery of Housing Tasmania's state-wide maintenance services by:—Providing strategic, operational and performance leadership across the state through the development and modification of overarching state-wide asset maintenance policy, program and direction to ensure the delivery of quality standard maintenance services, landscape management of Contract maintenance across the State's three regions.

Determining strategies, priorities, work standards and resource allocation to achieve quality service delivery, meet established performance targets and maintain appropriate and effective relationships with government and non-government agencies and other stakeholders.

Providing authoritative advice to support decision making processes within the Housing Tasmania's extended senior management team.

Desirable Requirements:—Extensive experience in and specialist knowledge of strategic asset management planning and contract management for a major housing or asset portfolio. This includes strategic policy development and planning with relevance to the delivery of maintenance service models and options.

Demonstrated high level experience in leading, managing and conducting efficiency and effectiveness reviews including appraisals of contract services, analysis of operational activities and work practices and developing options for improved service delivery.

High level financial, human and physical resources management skills including demonstrated adaptability

and flexibility within a complex environment requiring the application of contemporary management techniques such as change management.

Enquiries to Glenn Hardwick, Department of Health and Human Services, phone (03) 6233 4836, email glenn.hardwick@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

PIMS Clerk (Casual) (501868).

Applications Close:—Friday, 10 September 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, as and when required, commencing 20 September 2010 to 30 April 2011.

Location:—North West Area Health Service.

Duties:—Maintain the medical record and associated systems in accordance with AS2828. Perform all roles within Patient Information Management Services and Outpatient Clinics.

Enquiries to Emily Price, Department of Health and Human Services, phone (03) 6430 6527, email emily.price@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

Regional Manager Patient Information Management Services (501889).

Applications Close:—Friday, 10 September 2010.

Salary:—\$83,041 – \$90,513 p.a.

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

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

Location:—Burnie or Latrobe, North West Area Health Service.

Duties:—Responsible for the overall management and strategic direction of Patient Information Management Services (PIMS), including human, physical and financial resources within North West Regional and Mersey Community Hospitals. Establish and maintain cooperative relationships with North West Area Health managers and senior hospital staff to ensure provision of effective, high quality Patient Information Management. Principal advisor and consultant for the development, planning, implementation and evaluation of health information standards and related policies and procedures for effective and efficient management of patient information.

The North West Area Health Service, as an integral part of DHHS, is moving towards an e-health environment. The Regional Manager for PIMS will play a key role in these projects. In addition there are many proposed changes as part of the National Health Reform which will see more exciting challenges ahead for this role. This position also provides the opportunity to be rewarded with ideal work/life balance. North West Tasmania offers pristine wilderness, world class beaches and top quality restaurants and cafes, and is only a one hour flight from Melbourne.

Enquiries to Emily Price, Department of Health and Human Services, phone (03) 6430 6527, email emily.price@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

Executive Officer Service Development and Projects (517531).

Applications Close:—Friday, 10 September 2010.

Salary:—\$65,248 – \$68,223 p.a.

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

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

Location:—Mersey Community Hospital.

Duties:—Carry out a number of strategic development, communications and secretariat functions on behalf of the Chief Executive Officer and Executive of the Mersey Community Hospital; Provision of business development support to the Chief Executive Officer and the Hospital Executive. Development and management of internal and external communication strategies. Support the Chief Executive Officer with key activities, eg; Undertaking consultation and planning for new/refined services; Assist with recruitment exercises; Research on issues as required.

Desirable Requirements:—Extensive knowledge or the ability to quickly acquire knowledge of, the organisation and its organisational planning and management processes. Well developed interpersonal, communication, consultation, negotiation and conflict resolution skills including the ability to supervise, lead and motivate members of a team and have the capacity to plan, organize and set priorities in an environment subject to work pressures and change. A good knowledge of the principles for managing a project and demonstrated ability to research, analyse and collate information for specific purposes.

Enquiries to Anne Cabalzar, Department of Health and Human Services, phone (03) 6490 8968, email anne.cabalzar@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTH WEST AREA HEALTH SERVICE

North West Regional Hospital

Clinical Nurse, Outpatient Department (502175).

Applications Close:—Friday, 10 September 2010.

Salary:—\$65,595 – \$69,363 pro rata.

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

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

Location:—North West Regional Hospital, Burnie.

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

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia.

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

Enquiries to Emma Bassett, Department of Health and Human Services, phone (03) 6430 6523, email emma.bassett@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, Outpatient Department (519311).

Applications Close:—Friday, 10 September 2010.

Salary:—\$49,012 – \$64,842 pro rata.

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

Permanent part-time day work, working 48 hours per fortnight. Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—North West Regional Hospital, Burnie.

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

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia.

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

Enquiries to Emma Bassett, Department of Health and Human Services, phone (03) 6430 6523, email emma.bassett@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

Clinical Nurse, Zeehan (514121).

Applications Close:—Friday, 10 September 2010.

Salary:—\$65,595 – \$69,363 p.a.

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

Permanent full-time day work.

Location:—Health West, Zeehan.

Duties:—The Clinical Nurse will function as an advanced clinical practitioner and provide management support to the Clinical Nurse Manager (CNM) including participation in staff education and the management of staff performance. You will be required to deliver advanced nursing care in the community, clinic and emergency room setting based on best practice principles and legal requirements within the multidisciplinary environment. You will assist in the provision of quality patient care by assessing, planning, implementing and evaluating nursing care in collaboration and consultation with the clients, carers and other members of the health care team.

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia.

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 Yvonne Armstrong, Department of Health and Human Services, phone (03) 6473 5700, mobile 0438557625, email yvonne.armstrong@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Launceston General Hospital

Registered Nurse (Midwife) (511349).

Applications Close:—Friday, 10 September 2010.

Salary:—\$49,012 – \$64,842 p.a.

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

Permanent full-time shift worker (fully rotational). Notwithstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Ward 4B/4O.

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:—Registered with the Nursing and Midwifery Board of Australia.

Enquiries to Wendy Newman, Department of Health and Human Services, phone (03) 63488964, email wendy.newman@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

Senior Occupational Therapist (519516).

Applications Close:—Friday, 10 September 2010.

Salary:—\$71,381 – \$81,876 p.a.

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

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

Location:—Occupational Therapy Unit.

Duties:—To promote, develop and provide Occupational Therapy services in accordance with professional standards, best practice and evidence based practice, to a predominately specialist or complex caseload, in order to improve occupational outcomes for patients. To provide professional support and guidance to Level 1 Occupational Therapists. To provide professional advice and education to others with regard to the field of specialisation and related areas. Opportunity to rotate around clinical areas and specialties such as Stroke Unit, Rehabilitation, Outpatients, Community, Spinal, and acute inpatients (including DEM/AMU).

Essential Requirements:—Graduate of an approved School of Occupational Therapy and eligibility for membership to OT Australia. (Australian Association of Occupational Therapists).

Enquiries to Cindy Hollings, Department of Health and Human Services, phone (03) 63487221, email cindy.hollings@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

CNC, Palliative Care Liaison (504992).

Applications Close:—Friday, 10 September 2010.

Salary:—\$74,477 – \$79,725 pro rata.

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

Permanent part-time day work (with oncall) working 64 hours per fortnight.

Location:—Northern Area Health Service.

Duties:—The Palliative Care Clinical Nurse Consultant will in accordance with Agency policy and legal requirements, assess and respond to the palliative care needs and issues as expressed or indicated by patients, their families and carers, and other care providers including nursing, medical and allied health workers in Tasmania. You will be required to act as a consultant to external service providers as appropriate and ensure that the nursing practice will reflect a specialist interdisciplinary team approach.

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia.

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

Enquiries to Allison Taggart, Department of Health and Human Services, phone (03) 6336 5528, email allison.taggart@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Primary Health Services North

Community Nurse (504645).

Applications Close:—Friday, 10 September 2010.

Salary:—\$58,055 – \$69,363 pro rata.

Nurses (TPS) Award, Community FCH Nurse.

Permanent part-time day work, working 40 hours per fortnight. Not withstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Launceston.

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

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

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia.

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 Jan Allford, Department of Health and Human Services, phone (03) 6336 4453, email jan.allford@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

NORTHERN AREA HEALTH SERVICE

Primary Health Services North

Community Nurse (506477).

Applications Close:—Friday, 10 September 2010.

Salary:—\$58,055 – \$69,363 pro rata.

Nurses (TPS) Award, Community FCH Nurse.

Permanent part-time day work, working 40 hours per fortnight. Not withstanding, hours per fortnight may be negotiated with the successful applicant.

Location:—Launceston.

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

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

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia.

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 Jan Allford, Department of Health and Human Services, phone (03) 6336 4453, email jan.allford@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 Care Worker, Casual (507100).**

Applications Close:—Friday, 10 September 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 21 September 2010 to 20 September 2012.

Location:—Campbell Town Health and Community Service.

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.

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 Jan Harvey, Department of Health and Human Services, phone (03) 6381 3330, email jan.harvey@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

NURSING AND ALLIED HEALTH

Transition to Practice for Registered Nurses Annual Intake 2011 (Various positions).

Applications Close:—Friday, 17 September 2010.

Salary:—\$49,012 p.a.

Nurses (TPS) Award, Graduate Nurse RN, Level 1.

Fixed-term full-time /part-time maybe negotiated for up to 12 months.

Location:—Various locations within the State.

Duties:—We offer a contemporary approach to your transition as a newly registered nurse with diverse and rewarding opportunities.

With the choices offered, we are sure to meet your individual needs or interests. Varied practice settings are available for placement including metropolitan hospitals, mental health, community nursing, alcohol and drug services, correctional health and rural hospitals. Placements offered include rotations between clinical practice settings.

Registered Nurse Transition to Practice positions.

Facilitates your transition to practice as a newly registered nurse commencing with a comprehensive orientation to meet your individual needs. Orientation provides information relating to workplace policies, practices and processes and facilitates your socialisation to the organisation.

Facilitates the consolidation of core skills that are transferable across a range of practice settings; builds on your

knowledge and clinical skills providing a strong foundation for your future career pathway.

Provides the opportunity for you to commence a specialised career pathway in a practice area of your choice.

Provides professional development opportunities that recognise the unique requirements of you as a newly registered nurse, with a focus on commencing your career pathway development.

Is supported by a dedicated team of Transition to Practice Co-ordinators, Clinical Preceptors and Nurse Educators who will assist you to achieve your clinical objectives and professional development goals and provide clinical support in practice.

Contracts commence January through to April 2011 depending on the clinical setting. Applicants completing their Bachelor of Nursing at the end of November 2010 or in February 2011 are encouraged to apply.

For further information visit our website at: http://www.dhhs.tas.gov.au/careers/nurses2/training_and_research/rntp.

Highly desirable:—Less than six months experience as a Registered Nurse.

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia.

Enquiries to Chief Nurse and Allied Health, Department of Health and Human Services, phone (03) 6233 4961, email cnah@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

Director, Pain Management Services (515762).

Applications Close:—Friday, 8 October 2010.

Salary:—To be negotiated.

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

Permanent full-time day work.

Location:—Royal Hobart Hospital.

PLEASE NOTE: Part-time hours will also be considered.

Duties:—Your Workplace:—The Royal Hobart Hospital's Persistent Pain Service was established in 1998 and has Australian and New Zealand College of Anaesthetists Faculty of Pain Medicine accreditation. The service has recently been reviewed resulting in a re-emphasis and re-focus on a multidisciplinary, biopsychosocial approach. We have commenced providing access for patients to individual and group self-management programs, group information sessions and same-day multidisciplinary assessments utilising patient questionnaires. We are developing the use of information sessions delivered via e-health to regional centres, as well as encouraging greater participation by patients in the development of care plans.

Your Challenge:—You have an opportunity to lead a great team in a time of ongoing dynamic change and development. The Unit is now well placed to consolidate and develop its successes of the last two years; particularly improved multidisciplinary approach and self management care

initiatives. While the continued demand on the Unit will be a challenge, the dedicated team of staff, are focussed on providing quality services to their patients, and will respond to your strong and effective leadership and mentoring support.

Your Qualities:—You will be a senior member of the dynamic multidisciplinary team, the Division of Continuing Care, and will continue to support the Division's goals in terms of commitment to excellence in team building and leadership, participation in strategy, policy and educational activities, contribution to quality improvement and show leadership as a strong communicator with the ability to build and maintain professional relationships. The role of Medical Director will provide clinical leadership, incorporating principles of best practice, to ensure the provision of highest standard of care for the patients of southern Tasmania with persistent pain.

In addition, we offer benefits and opportunities that support your professional journey which include:—Salary packaging. Relocation costs. Access to education, research and development funds. IT and telecommunication resources. Motor vehicle.

Essential Requirements:—Specialist or limited registration with the Medical Board of Australia in a relevant speciality.

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

Enquiries to Lorraine Millar, Department of Health and Human Services, phone (03) 6222 8982, email lorraine.millar@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

Radiology Registrar (513049).

Applications Close:—Friday, 10 September 2010.

Salary:—\$100,541 – \$106,913 p.a.

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

Fixed-term full-time day work (with oncall), commencing 1 January 2011 until 31 December 2011.

Location:—Medical Imaging Department, Royal Hobart Hospital.

PLEASE NOTE: This position would be ideal for a 2nd year Registrar and above, but entry level practitioners are also encouraged to apply. The Medical Imaging Department provides excellent training for the Radiology Fellowship (1st and 2nd Parts).

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

Essential Requirements:—General or limited registration with the Medical Board of Australia.

Enquiries to Dr Michael Carr, Department of Health and Human Services, phone (03) 6222 6683, email michael.carr@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

Renal Research Nurse (518067).

Applications Close:—Friday, 10 September 2010.

Salary:—\$65,595 – \$69,363 pro rata.

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

Fixed-term part-time day work, working 30.4 hours per fortnight, commencing As soon as possible for a period of twelve months.

Location:—Renal Unit, St John's Park, New Town.

Duties:—The renal unit is seeking an experienced research nurse to lead the clinical trials unit. Based at St John's Park dialysis unit, the research nurse will be responsible for all clinical trials including chronic kidney disease, dialysis and transplantation. The successful applicant will be supported by a team of 4 doctors and 25 nurses and will represent the trials unit at clinical trial meetings interstate as required.

This position offers:—Flexible work hours. The chance to contribute to international research in kidney disease. Interaction with patients and other health professionals. Pleasant and supportive work environment. Opportunity to develop leadership and management skills. Some interstate travel as desired. Training in clinical trials management as required.

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia.

Enquiries to Dr Matthew Jose, Department of Health and Human Services, mobile 0438 689 446, email matthew.jose@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Primary Health Services South

Administrative Assistant (Relief) (506639).

Applications Close:—Friday, 10 September 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 (hours as and when required) commencing As soon as possible for a period of 2 years.

Location:—Southern Area.

Duties:—The Administrative Assistant will be responsible for the provision of administrative, clerical support and

reception duties. You will be required to provide advice and assistance to the Nurse Unit Manager/Site Manager located at Community Health Centres and sites within Hobart, Kingston and Huonville. You will provide routine day-to-day administrative assistance to the Nurse Unit Manager/Site Manager and other Primary Health staff as needed. You will be required in conjunction with the Nurse Unit Manager/Site Manager provide routine day-to-day administrative assistance re co-ordination of Home Care Service.

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

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

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

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Primary Health Services South

Care Package Co-ordinator (506042).

Applications Close:—Friday, 10 September 2010.

Salary:—\$53,384 – \$62,872 pro rata.

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

Permanent part-time day work, working 45.6 hours per fortnight.

Location:—Central Highlands Community Health Centre.

Duties:—An opportunity exists for a person seeking to work in the beautiful Central Highlands, in a new, diverse and expanding health centre. The position is to co-ordinate the Commonwealth Funded Care Packages, there are opportunities to trial new and innovative IT and technology as a different means of delivering quality health outcomes to aged persons living their own homes within regional, rural and remote locations. The Care Package Co-ordinator will co-ordinate the day to day delivery of Care Packages and other services to the frail aged, younger disabled and their carers. You will in consultation with clinical staff, clients and their families/carers undertake assessments and plan, implement, monitor and evaluate interventions. You will be required to provide leadership, supervision and direction to employees ensuring that service delivery standards, objectives and strategies are understood, implemented and maintained. You will co-ordinate and monitor the utilisation of human and physical resource allocated to the work area.

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

Enquiries to Sandy Carmichael, Manager, Department of Health and Human Services, phone (03) 62871301- opt/1, mobile 0407 353 403, email sandy.carmichael@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

SOUTHERN TASMANIA AREA HEALTH SERVICE

Primary Health Services South

Home Maintenance Officer/Personal Care Worker (506718).

Applications Close:—Friday, 10 September 2010.

Salary:—\$38,264 – \$42,315 pro rata.

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

Permanent part-time day work, working 19 hours per fortnight.

Location:—Bruny Island Community Health Centre.

Duties:—The Home Maintenance Officer/personal Care Worker will work within a Primary Health Care framework and in accordance with Agency policies and legal requirements carry out a wide range of non trade maintenance and gardening services for home based clients referred to Home Maintenance Services. You will assist nursing and other health service staff in the provision of personal care to the frail, aged and the younger disabled. You will be required to work as a member of a multi disciplinary health care team maintaining close liaison with Community Nursing and Allied Health Services and Home Care South.

Essential Requirements:—Current Drivers Licence.

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

Enquiries to Fred Howard, Department of Health and Human Services, phone (03) 6222 7665, email fred.howard@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

Finance Services Officer (519486).

Applications Close:—Friday, 10 September 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 60.8 hours per fortnight, commencing as soon as possible for a period of 6 months.

Location:—Royal Hobart Hospital.

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

Desirable Requirements:—An operational knowledge, or ability to acquire that knowledge, of financial instructions, legislation and accounting procedures and policies for accounts receivable processing. Demonstrated ability to complete assigned tasks with a high degree of efficiency, accuracy and within set deadlines, and to deliver with a stakeholder focus. An understanding of continuous quality improvement and its practical application in the work environment. Well developed interpersonal and communication skills including the ability to communicate with a diverse range of clients, staff and business organisations.

Enquiries to Darren Giffard, Department of Health and Human Services, phone (03) 6222 8177, email darren.giffard@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

Nurse Unit Manager, Assessment and Planning Unit (519479).

Applications Close:—Friday, 10 September 2010.

Salary:—\$79,725 – \$83,496 p.a.

Nurses (TPS) Award, Nurse Unit Manager.

Permanent full-time daywork.

Location:—Assessment and Planning Unit, Royal Hobart Hospital.

Duties:—Provide leadership to the Assessment and Planning Unit [APU] and across Medicine Services. Ensure the efficient and effective provision of care, based on clinical standards and best practice principles within a collaborative and multidisciplinary framework by co-ordinating the clinical, management, education and nursing research functions within the Assessment and Planning Unit. Lead (in partnership and collaboration) the development and implementation of the Assessment and Planning Unit including the model of patient care delivery, process, policy and guideline development. Contribute to and provide leadership and support of strategies, initiatives and operations across the organisation.

Essential Requirements:—Registered with the Nursing and Midwifery Board of Australia.

Enquiries to Alan Wales, Department of Health and Human Services, phone (03) 6222 8203, email alan.wales@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

Records Manager (510943).

Applications Close:—Friday, 10 September 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:—General Administration, Royal Hobart Hospital.

Duties:—Manage the Corporate Records service for the Royal Hobart Hospital (RHH) to ensure a high quality records management service which adheres to legislative requirements and best practice in the management of the RHH's administrative records. Provide an advisory service to RHH departments and units on a broad range of issues relating to the management of administrative records. Develop and undertake training in relation to the implementation and ongoing management of record management systems.

Desirable Requirements:—Broad knowledge of and experience in contemporary records management systems and practices including relevant standards, electronic records and document management systems, classification and disposal preferably in a complex and changing organisation. Demonstrated knowledge of computer systems and an understanding of the structure and function of electronic databases. Demonstrated ability to provide supervision, leadership and direction to team members to ensure a client focused service.

Enquiries to Bridget Jones, Department of Health and Human Services, phone (03) 6222 8501, email bridget.jones@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

Registrar General Surgery A (512857).

Applications Close:—Friday, 17 September 2010.

Salary:—To be negotiated.

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

Fixed-term full-time shiftwork, commencing 17 January 2011 until 16 January 2012.

Location:—Royal Hobart Hospital.

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

Essential Requirements:—General or limited registration with the Medical Board of Australia.

Enquiries to Natasha Atkinson, Department of Health and Human Services, phone (03) 6222 7178, email natasha.atkinson@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

Team Leader Outpatient Appointment Scheduling (508197).

Applications Close:—Friday, 10 September 2010.

Salary:—\$48,439 – \$52,727 p.a.

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

Permanent full-time day work.

Location:—Outpatients (PIMS), Royal Hobart Hospital.

Duties:—Provide supervision, support and on-going training to clerical staff and trainees in the day to day operations of the Outpatient Appointment Scheduling Unit in conjunction with the Manager Outpatient Appointments.

Desirable Requirements:—Ability to plan, organise, set priorities and work effectively and efficiently to achieve set objectives and to meet deadlines, both individually and as part of a team. Demonstrated effective supervisory skills, including problem solving, negotiation, conflict resolution and staff appraisals. Well developed interpersonal, organisational and analytical skills including oral and written communication and liaison skills.

Enquiries to Rhonda Boulter, Department of Health and Human Services, phone (03) 6222 7833, email rhonda.boulter@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

Community Worker (500841).

Applications Close:—Friday, 10 September 2010.

Salary:—\$46,450 – \$74,527 p.a.

Allied Health Professionals (Tasmanian Public Sector) Industrial Agreement 2010, Allied Health Professional, Level 1-2.

Fixed-term full-time day work commencing as soon as possible until 14 March 2011.

Location:—Alcohol and Drug Service (North West).

Duties:—The Alcohol and Drug Service North West is seeking to employ a Community Worker to be part of a supportive and dynamic multidisciplinary team who will be responsible in providing comprehensive assessment,

referral and treatment interventions for individuals with complex alcohol and/or drug issues. The occupant will also be responsible in providing information and advice to the general community and secondary liaison and consultancy to departmental agencies and community service organisations on alcohol and other drug related issues. This is both a challenging and rewarding position which offers you the opportunity to learn new skills and knowledge whilst assisting individuals to deal with issues which are significantly impacting on their lives.

Essential Requirements:— Degree in Social Work giving eligibility for membership to the Australian Association for Social Workers, or Graduate of an approved School of Occupational Therapy and eligibility for membership to OT Australia (Australia Association of Occupational Therapy), or Registered with the Psychology Board of Australia.

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

Enquiries to Sally George, Department of Health and Human Services, phone (03) 6429 8555, email sally-anne.george@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

STRATEGIC AND PORTFOLIO SERVICES

Ministerial Services Officer—2 Vacancies (516253).

Applications Close:—Friday, 10 September 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 from As soon as possible for a period of 2 years.

Location:—Hobart.

Duties:—Provide a comprehensive level of high quality administrative co-ordination and support to the Secretary, the Director, departmental and Ministerial staff in relation to matters involving the Minister for Health and Human Services and/or the Secretary.

Desirable Requirements:—Demonstrated well developed administrative and information management skills including experience in the provision of an advisory service and use of information management systems. Demonstrated research and writing skills including the ability to prepare associated high quality documentation. Proven high level interpersonal skills with the ability to interact and liaise with staff and clients at all levels; the ability to handle sensitive situations with diplomacy and confidentiality; the ability to elicit and impart information in a short time frame, and to maintain a high level of confidentiality.

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

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

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HEALTH AND HUMAN SERVICES

STRATEGIC AND PORTFOLIO SERVICES

Principal Officer, Legislation (517679).

Applications Close:—Friday, 10 September 2010.

Salary:—\$83,041 – \$90,513 p.a.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—Contribute to the management and co-ordination of the Agency's legislative development and review program in consultation with Ministers, Secretary and the DHHS senior executive.

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

Enquiries to Anne Horner, Department of Health and Human Services, phone (03) 6233 3225, email anne.horner@dhhs.tas.gov.au.

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

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INFRASTRUCTURE, ENERGY AND RESOURCES

LAND TRANSPORT SAFETY

Registration and Licensing Branch

Operations Officer (370423).

Applications Close:—Friday, 10 September 2010.

Salary:—\$43,406 – \$47,341 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Fixed-term full-time Until 30 June 2011.

Location:—Hobart.

Duties:—Update the Motor Registry database for Driver Licence related issues and monitoring of associated reports. Update the Motor Registry database to record demerit point, traffic infringement, disqualifications and court conviction information and other sanctions. Monitor the surrender of licences, maintenance of the Photo Licensing system and assist in the processing of applications for Public Vehicle Certificates and Driver Licences. Prepare routine correspondence and issue demerit point and disqualification notices. Assess and process applications for various Driver Licences, Certificates, and Photo Kits. Deal with difficult customer and interstate

enquiries, in person, by fax and by telephone and take appropriate action. Provide support to other members of the team as required and assist with ongoing reviews of processes and procedures, including distribution of mail and management of filing systems.

Enquiries to Anne-Maree Mills, Manager Driver Licensing Unit, Department of Infrastructure, Energy and Resources, Level 1, 80 Elizabeth Street, Hobart, phone (03) 62 33 5328, email Anne-Maree.Mills@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

Operations

Network Supervisor (371730).

Applications Close:—Friday, 10 September 2010.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Hobart.

Duties:—Contract Administration. Monitor the quality of contracted works and services by undertaking inspections, surveillance, audits and other test and evaluation activities, to ensure contractor compliance with requirements including traffic management and workplace health and safety aspects. Initiate and follow up on remedial and corrective action as required. Provide written and verbal instructions to the Contractor of an operational nature. Maintenance Programs. Prioritise, scope and assess minor works, road sealing, and pavement marking programs including provision of technical advice. Request, assess and negotiate quotations, issue minor works orders, and provide general administrative assistance for the procurement and budget control of minor works. Assess and evaluate cost-effectiveness, progress and quality of maintenance works and identify and recommend potential improvements. Monitor asset condition, undertake investigations and provide input and advice for reinstatement programs.

Management of Interfaces and Activities in the Road Reservation. Provide advice, assess applications and issue permits for works within the road reservation such as private accesses, service installations and temporary event signs. Liaise with others as required for removal of abandoned vehicles, maintenance of road lighting, compensation claims, and interfaces with rail authorities and other contractors.

Administration

Respond to requests from internal and external stakeholders including service authorities, general public, Local Government, consultants and property owners in relation to road and bridge maintenance.

Emergency Management.

Participate in the after hours pager roster and provide a first point of contact for Emergency events.

Organise and direct the initial response to emergencies in accordance with Emergency Response Procedures and participate in the general management of road emergencies.

Leadership and Supervision.

Provide constructive input into contract documents, procedures, policies, programs and strategic directions, as well as initiate improvements at the operational level.

Provide support and guidance to other staff within the Branch.

Other duties:—From time to time this position will be required to undertake special duties or projects within the individuals capabilities, or for developmental purposes. Prepare, process and maintain contract administration and asset inventory records.

Essential Requirements:—Current Drivers Licence.

Desirable Requirements:—Diploma in Civil Engineering or an equivalent Diploma in a similar field.

Enquiries to Steve Puli, Manager Bridges and Southern Maintenance, Department of Infrastructure, Energy and Resources, 10 Murray Street, phone (03) 62 33 5412, email steve.puli@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.

POLICE AND EMERGENCY MANAGEMENT

CORPORATE SERVICES

Information Technology Services

Information and Communication Technology Officer (ICT 2) (002340).

Applications Close:—Friday, 10 September 2010.

Salary:—\$66,073 – \$69,098 p.a.

Tasmanian State Service Award, ICT Level 2.

Permanent full-time.

Location:—Hobart.

Duties:—Development, administration, maintenance and support of the Department's information technology applications and infrastructure.

Provide best practice service delivery in relation to system development and DPEM infrastructure, including the initiation,

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

Qualifications and Experience:—Industry experience and/or either a Certificate 4 in Information Technology or equivalent industry qualifications. Degree qualification would be viewed favourably.

Proficiency in the use of HTML, DHTML, CSS, JavaScript, AJAX, Web Services, SQL 2008, open source software, Java, Groovy, Grails, C#, ASP.Net, ASP, GIS, ESBs, C/C++, Apple iOS and UniVerse will be highly regarded.

Enquiries to Ms Silvana Smillie, Manager Application Development and Support, Department of Police and Emergency Management, phone (03) 6230 2455, email silvana.smillie@police.tas.gov.au.

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

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

POLICE AND EMERGENCY MANAGEMENT

EXECUTIVE SUPPORT

Social Policy and Reporting Services

Project Officer, Early Intervention Pilot Program (003089).

Applications Close:—Friday, 10 September 2010.

Salary:—\$70,028 – \$82,717 p.a.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term part-time, 29.4 hours per fortnight (days/hours negotiable) until 30 June 2012.

Location:—Hobart.

Duties:—The Project Officer, Early Intervention Pilot Program is responsible for the development, delivery and evaluation of the Early Intervention Pilot Program in the Tasmania (Southern District Command).

EIPP is an Australian Commonwealth Government initiative that is funded under the National Binge Drinking Strategy. EIPP is a police-based program that will enable persons under the age of 18 years, caught drinking or in possession of alcohol in public places, to be diverted to health-based counselling and support 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, crimes involving dishonesty, serious traffic offences.

Qualifications and Experience:—Appropriate tertiary qualifications and/or relevant project management, research and policy experience.

Enquiries to Dr Kathryn Campbell, Policy Analyst, Social Policy and Reporting Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, TAS, 7001, phone (03) 6230 2941, email Kathryn.Campbell@police.tas.gov.au.

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

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

PORT ARTHUR HISTORIC SITE MANAGEMENT AUTHORITY

Fixed Term and Casual Employment Register (FTR 2010).

Applications Close:—Sunday, 31 July 2011.

Salary:—See Below.

Port Arthur Historic Site Management Authority Award.

Register, Fixed Term and Casual for up to 12 months.

Location:—Port Arthur.

PAHSMA is seeking applications from suitably qualified persons for fixed term roles in the following positions:

Bookings and Ticketing Assistants.

Food and Beverage Assistants.

Retail Assistants.

Courtesy Vehicle Drivers.**Tour Guides.****Ghost Tour Guides.****Cleaners.****Labourers.****Administrative and Clerical Assistants.**

Intending applicants should obtain the Statement of Duties (SoD) for the position(s) which they may be interested in, the Application Form and the Information for Applicants brochure. Intending applicants should follow the instructions on how to apply carefully. These instructions are contained in the Information for Applicants brochure.

The Fixed Term and Casual Employment Register will be used to fill short term vacancies which occur during the period 1 August 2010 and 31 July 2011. Interested applicants can lodge their applications at any time during this period, but as most vacancies occur during the 2010/11 summer tourist season intending applicants are encouraged to lodge their application as early as possible. It is recommended that to be considered for this summer season, applications are lodged prior to Friday, 8 October 2010.

All applications must be completed according to the instruction given in the Information to Applicants brochure. For further information on the Register, specific roles or to obtain copies of the selection documentation please contact Philip Johnston, Human Resources Co-ordinator on (03) 6251 2357 or email recruitment@portarthur.org.au.

Selection documentation can also be obtained from the www.jobs.tas.gov.au or www.portarthur.org.au websites.

Applications can be forwarded by mail, fax, email or personally delivered. Application forms in Microsoft Word format are available from the jobs website for those who wish to lodge an application electronically. Applications submitted electronically need to be in Microsoft Word format.

Applications to Philip Johnston, Human Resources Co-ordinator, Port Arthur Historic Site Management Authority, Arthur Highway, Port Arthur, TAS, 7182, phone (03) 6251 2357, fax (03) 6251 2322, email recruitment@portarthur.org.au.

PORT ARTHUR HISTORIC SITE MANAGEMENT
AUTHORITY

TOURISM OPERATIONS

Cook (FandBC09/10).

Applications Close:—Monday, 13 September 2010.

Salary:—\$54,258 – \$59,176 pro rata.

Port Arthur Historic Site Management Authority Award, General Stream, Band 2 RDW.

Permanent part-time.

Location:—Port Arthur.

Duties:—To provide support to the Chef by undertaking general cookery, preparation and presentation of food within the food and beverage outlets at the Port Arthur Historic Site.

Desirable Requirements:—Certificate II in Hospitality (Kitchen Operations).

Enquiries to Sarah Morse, Food and Beverage Co-ordinator, Port Arthur Historic Site Management Authority, Port Arthur Tas 7182, phone (03) 6251 2314, fax (03) 6250 2764.

Applications to Jane Bale, HR Administrator, Port Arthur Historic Site Management Authority, Port Arthur Tas 7182, phone (03) 6251 2306, fax (03) 6251 2322, email recruitment@portarthur.org.au.

PREMIER AND CABINET

MINISTERIAL AND PARLIAMENTARY SERVICES

Head of Office (001633).

Applications Close:—Friday, 10 September 2010.

Salary:—\$119,876 p.a.

Classification:—See Below.

Contract Position for the term of the current Tasmanian Government.

Location:—Hobart.

Duties:—Provide strategic leadership and direction within a ministerial office responsible for a defined range of portfolios, a diverse range of whole-of-government issues and critical projects related to those portfolios. Undertake strategic surveillance of developments and emerging issues inside and outside of Tasmania with the potential to have a significant impact on the responsibilities of the portfolios. Manage the ministerial office processes to ensure effective administration, and to monitor major issues and the implementation of major policy initiatives, programs and projects within the portfolios.

Desirable Requirements:—A degree or other tertiary qualification.

Enquiries to Carol Cartledge, A/Manager Ministerial Services, Department of Premier and Cabinet, phone (03) 6232 7490, email Carol.Cartledge@dpac.tas.gov.au.

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

PREMIER AND CABINET

TMD

Service Delivery

Applications Support

Manager Windows and LAN Services (001040).

Applications Close:—Friday, 10 September 2010.

Salary:—\$83,867 – \$91,369 p.a.

Tasmanian State Service Award, General Stream, Band 7.

Fixed-term full-time 6 months.

Location:—Hobart.

Duties:—Provide high level Consultancy and Customer Support. Manage the LAN and Windows processes and procedures. Project management complex projects to implement new infrastructure, products and services into TMD. Team management of of technical specialists and external contractors.

Desirable Requirements:—Extensive knowledge and experience with MS Windows based products and LAN environments. Extensive experience in customer service delivery with knowledge of ITIL principles. Professional Information Technology knowledge gained through satisfactory completion of an appropriate course of study at a tertiary institution or equivalent experience would be considered an advantage.

Enquiries to Steve Scattergood, Acting Manager Computing, Department of Premier and Cabinet, phone 6270 5570, email Steve.Scattergood@dpac.tas.gov.au.

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

PRIMARY INDUSTRIES, PARKS, WATER AND
ENVIRONMENT

BIOSECURITY AND PRODUCT INTEGRITY

Animal Health and Welfare

***Veterinary Officer (Disease Control and Surveillance)
(21071).***

Applications Close:—Friday, 10 September 2010.

Salary:—\$49,097 – \$79,912 p.a.

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

Permanent full-time.

Location:—Launceston (Mt Pleasant).

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

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

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

Duties:—Conduct field aspects of animal health and welfare programs, including field investigations and the provision of effective advice to stakeholders. Co-ordinate information from laboratory, practitioner surveillance and other sources to identify developing or ongoing animal disease issues. Co-ordinate specific disease control, surveillance and accreditation programs and livestock import/export certification. Participate in preparedness and response for biosecurity emergencies.

Essential Requirements:—A degree in Veterinary Science or an equivalent qualification from a recognised tertiary institution enabling eligibility for registration under the Veterinary Surgeons Act 1987.

Desirable Requirements:—Several years of post graduate professional experience servicing livestock industries. A current motor vehicle driver's licence.

Enquiries to Rosemary Meissner, phone (03) 6233 6875, email Rosemary.Meissner@dpiipwe.tas.gov.au.

Applications to Rosemary Meissner, Administrative Officer, 13 St Johns Avenue, New Town, TAS, 7008, phone (03) 6233 6875, fax (03) 6278 1875, email Rosemary.Meissner@dpiipwe.tas.gov.au.

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.

PRIMARY INDUSTRIES, PARKS, WATER AND
ENVIRONMENT

BIOSECURITY AND PRODUCT INTEGRITY

Quarantine Services

Quarantine Officer (702308).

Applications Close:—Friday, 10 September 2010.

Salary:—\$49,097 – \$53,441 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—Burnie.

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

Please Note: Although the vacancy is initially based in Burnie this could change to Launceston or Hobart,

depending on shipping and airline schedules in those regions. Notwithstanding this, relief work, possibly at short notice will be required in approved import/export inspection facilities and other areas as required.

The successful applicant will be required to work in accordance with an approved roster. This roster includes a variety of work patterns, which necessitate work outside normal Departmental hours. This includes weekend, public holidays, on call and occasional return to work at short notice. Work patterns are also dictated by seasonal and other external demands.

Please include a copy of your qualifications including academic transcript.

Duties:—Carry out quarantine clearances for both imports and exports at the barrier and in approved associated locations. Provide input and support to Senior Quarantine staff with day to day operational matters and provide direction and assistance to less experienced staff.

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

The person nominated is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following check is to be conducted:—Satisfactory security clearance as required by airport authorities.

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

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

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

Applications to Sam Allen, Administration Officer (Quarantine), Department of Primary Industries, Parks, Water and Environment, 3rd floor, 163-169 Main Road, MOONAH TAS 7009, phone (03) 6233 3626, fax (03) 6233 3307, email sam.allen@dpiipwe.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND
ENVIRONMENT

ROYAL TASMANIAN BOTANICAL GARDENS

Cook (2 vacancies) (706536 and 706537).

Applications Close:—Friday, 10 September 2010.

Salary:—\$33,637 – \$41,899 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term part-time (minimum of 1,638 hours per annum) for 12 months.

Location:—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:—Undertake general or specialised cookery, preparation and presentation of food within existing operational guidelines, systems and processes.

Desirable Requirements:—Competent numeracy and literacy skills. Level 3 Commercial Cookery Certificate or equivalent. Food Safety Accreditation. First Aid Workplace 2 Certificate.

Enquiries to Ziad Chamma, phone (03) 6236 3088, email Ziad.Chamma@rtbg.tas.gov.au.

Applications to Anne Suter, Co-ordinator Business Services, Royal Tasmanian Botanical Gardens, Queens Domain, Hobart, TAS 7000, phone (03) 6236 3055, fax (03) 6236 3051, email Anne.Suter@rtbg.tas.gov.au.

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

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PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

ROYAL TASMANIAN BOTANICAL GARDENS

Food and Beverage Assistant (706538).

Applications Close:—Friday, 10 September 2010.

Salary:—\$33,637 – \$41,899 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term part-time (minimum of 1,528 hours per annum) for 12 months.

Location:—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:—Undertake general waiting duties of food and beverages including preparing tables and taking orders, serving food and beverages, clearing tables, cleaning of service area and equipment and greeting and seating customers.

Desirable Requirements:—Competent numeracy and literacy skills. Level 3 Food and Beverage Certificate. First Aid Certificate. Responsible Service of Alcohol Certificate.

Enquiries to Ziad Chamma, phone (03) 6236 3088, email Ziad.Chamma@rtbg.tas.gov.au.

Applications to Anne Suter, Co-ordinator Business Services, Royal Tasmanian Botanical Gardens, Queens Domain, Hobart, TAS 7000, phone (03) 6236 3055, fax (03) 6236 3051, email Anne.Suter@rtbg.tas.gov.au.

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

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PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

ROYAL TASMANIAN BOTANICAL GARDENS

Kitchen and Kiosk Assistant (706539).

Applications Close:—Friday, 10 September 2010.

Salary:—\$33,637 – \$41,899 p.a.

Tasmanian State Service Award, General Stream, Band 1.

Fixed-term part-time (minimum of 1,146 hours per annum) for 12 months.

Location:—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:—Provide a high standard of food and beverage

services in accordance with existing operational guidelines, systems and processes.

Desirable Requirements:—Competent numeracy and literacy skills. First Aid Certificate. Responsible Service of Alcohol Certificate for Outside Events.

Enquiries to Ziad Chamma, phone (03) 6236 3088, email Ziad.Chamma@rtbg.tas.gov.au.

Applications to Anne Suter, Co-ordinator Business Services, Royal Tasmanian Botanical Gardens, Queens Domain, Hobart, TAS 7000, phone (03) 6236 3055, fax (03) 6236 3051, email Anne.Suter@rtbg.tas.gov.au.

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

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PRIMARY INDUSTRIES, PARKS, WATER AND ENVIRONMENT

PARKS AND WILDLIFE SERVICE

Operations and Performance

Field Officer (2 vacancies) (706550 and 706543).

Applications Close:—Friday, 10 September 2010.

Salary:—\$43,406 – \$47,341 p.a.

Tasmanian State Service Award, General Stream, Band 2.

Permanent full-time.

Location:—Mt William (706550) and Arthur River (706543).

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

A percentage salary loading may be payable in addition to the annual award salary for those employees who are authorised to undertake work on weekends, public holidays, outside normal working hours and for performing first aid duties.

Potential applicants should note that this recruitment process may be used to fill Field Officer vacancies at the same level within the Region over the next 6 months.

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

Enquiries to Anne-Maree Smith, phone (03) 6336 5308, email Anne-Maree.Smith@parks.tas.gov.au.

Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, TAS 7001, phone (03) 6233 3903, fax (03) 6233 3682, email job.applications@dpiw.tas.gov.au.

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

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PRIMARY INDUSTRIES, PARKS, WATER AND
ENVIRONMENT

PARKS AND WILDLIFE SERVICE

Operations and Performance

Field Officer (2 vacancies) (706547 and 706548).

Applications Close:—Friday, 10 September 2010.

Salary:—\$49,097 – \$53,441 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—Scottsdale (706547) and Mole Creek (706548).

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

Potential applicants should note that this recruitment process may be used to fill Field Officer vacancies at the same level within the Region over the next 6 months.

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

Desirable Requirements:—Trade Certificate in a relevant discipline relevant to the duties.

Enquiries to Anne-Maree Smith, phone (03) 6336 5308, email Anne-Maree.Smith@parks.tas.gov.au.

Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, TAS 7001, phone (03) 6233 3903, fax (03) 6233 3682, email job.applications@dPIPWE.tas.gov.au.

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

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PRIMARY INDUSTRIES, PARKS, WATER AND
ENVIRONMENT

PARKS AND WILDLIFE SERVICE

Operations and Performance

Ranger (3 vacancies) (706545, 706546 and 706544).

Applications Close:—Friday, 10 September 2010.

Salary:—\$49,097 – \$53,441 p.a.

Tasmanian State Service Award, General Stream, Band 3.

Permanent full-time.

Location:—Seven Mile Beach (706545), Derwent (706546) and Cradle Mt (706544).

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

A percentage salary loading may be payable in addition to the annual award salary for those employees who are authorised to undertake work on weekends, public holidays, outside normal working hours and for performing first aid duties.

Potential applicants should note that this recruitment process may be used to fill Ranger vacancies at the same level within the Region over the next 6 months.

Duties:—Implement the Field Centre operation plans, carry out works programs and projects to achieve the conservation and sustainable use of natural and cultural resources.

Essential Requirements:—A Workplace Level 2 First Aid Certificate.

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

Enquiries to Peter Cusick, phone (03) 6233 6560, email Peter.Cusick@parks.tas.gov.au.

Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, TAS 7001, phone (03) 6233 3903, fax (03) 6233 3682, email job.applications@dPIPWE.tas.gov.au.

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

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PRIMARY INDUSTRIES, PARKS, WATER AND
ENVIRONMENT

PARKS AND WILDLIFE SERVICE

Operations and Performance

North-West Region

Ranger (706552).

Applications Close:—Friday, 10 September 2010.

Salary:—\$54,106 – \$63,737 p.a.

Tasmanian State Service Award, General Stream, Band 4.

Permanent full-time.

Location:—Lake St Clair.

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

Potential applicants should note that this recruitment process may be used to fill Ranger vacancies at the same level within the Region over the next 6 months.

A percentage salary loading may be payable in addition to the annual award salary for those employees who are authorised to undertake work on weekends, public holidays, outside normal working hours and for performing first aid duties.

Duties:—Assist the Ranger-In-Charge with the management of field centre operations and resources for the conservation and sustainable use of natural and cultural resources.

Essential Requirements:—A minimum of five years experience in reserve management or equivalent experience.

A workplace Level 2 First Aid Certificate.

To access Band 4 Range 2 salary levels the following are essential:

A Diploma in Conservation and Land Management or other qualifications deemed equivalent.

Desirable Requirements:—A Diploma in Conservation and Land Management or other qualifications deemed equivalent. A current motor vehicle driver's licence.

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

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Enquiries to Natasha Norman, phone (03) 6472 6020, email natasha.norman@parks.tas.gov.au.

Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6233 3903, fax (03) 6233 3682, email job.applications@dPIPWE.tas.gov.au.

PRIMARY INDUSTRIES, PARKS, WATER AND
ENVIRONMENT

PARKS AND WILDLIFE SERVICE

Business Services

Director Commercial and Business Services (706521).

Applications Close:—Friday, 10 September 2010.

Salary:—\$110,455 – \$127,024 p.a.

Tasmanian State Service Award, General Stream, Band 9.

Permanent full-time.

Location:—Hobart.

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

Duties:—Manage the human, physical and financial resources of the Business Services Branch; provide high level strategic advice to senior management on appropriate business funding and commercial revenue structures and strategies; manage and oversee the development of innovative commercial business solutions; lead the project management of major infrastructure maintenance and development projects; lead contract negotiations for major private sector leasehold developments on reserved land; and provide authoritative strategic business and financial direction and advice to senior management.

Essential Requirements:—Tertiary qualifications in business and/or conservation management, or an equivalent level of skills, together with experience at a senior management level.

Masters Business Administration or equivalent qualification.

Enquiries to Peter Mooney, phone (03) 6233 3169, email Peter.Mooney@parks.tas.gov.au.

Applications to Manager, Human Resources Management Branch, Department of Primary Industries, Parks, Water and Environment, G.P.O. Box 44, Hobart, TAS, 7001, phone (03) 6233 3903, fax (03) 6233 3682, email job.applications@pipwe.tas.gov.au.

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

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TREASURY AND FINANCE

CORPORATE SUPPORT DIVISION

Human Resources Branch

Principal Human Resource Officer (724135).

Applications Close:—Friday, 10 September 2010.

Salary:—\$70,028 – \$82,717 pro rata.

Tasmanian State Service Award, General Stream, Band 6.

Fixed-term part-time 10.11 hours per week over two days (one day of which is Wednesday). Other arrangements for working these hours will be considered.

Location:—Hobart.

Duties:—Contribute to effective people management strategies that build organisational capacity. This is achieved through the effective delivery of a range of policies and programs relating to occupational health, safety and wellbeing as well as the provision of high quality HR consultancy services and strategic policy development.

In the context of the selection criteria, to be successful in the

position applicants will have:—knowledge of contemporary HR practices, particularly in relation to occupational health, safety and wellbeing, and promoting workplace diversity; the ability to co-ordinate a range of activities and be flexible to changing priorities and the ability to build client and team relationships, and respond effectively to client needs.

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

Enquiries to Karen Martin, Manager Organisational Development, Human Resources Branch, Department of Treasury and Finance, phone (03) 6233 4924, email karen.martin@treasury.tas.gov.au.

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

Applications MUST address the selection criteria outlined in the Statement of Duties. Job Kits (including the Statement of Duties) can be downloaded from the Job Kit section on the left hand side of this page or alternatively by phoning the Recruitment Officer on (03) 6233 3483.

Promotions without Advertising

HEALTH AND HUMAN SERVICES.

It is my intention to request the State Service Commissioner to exercise discretion to not advertise the following duties in accordance with section 40 (2) of the State Service Act 2000 and to promote the following permanent employee —

E Rist.

to perform the duties of

Registered Nurse 519217, Registered Nurse, Level 1.

Current knowledge of the principles, procedures and practices of nursing care and their application within the mental health setting, in the delivery of patient/client care in the designated area. Demonstrated ability to undertake mental health assessments, including risk assessments, care planning and evaluation of outcomes within a multi-disciplinary team environment. Ability to undertake client education in the practice setting, together with a commitment to participate in ongoing professional development. Sound interpersonal and communication skills, including written skills and the ability to function effectively in a multi-disciplinary team environment, and the ability to establish a therapeutic relationship with clients and their families. Knowledge of continuous quality improvement and the application of evidence based practices in the practice setting. Demonstrated ability to apply legal requirements, relevant policy procedures and professional standards for the practice setting, including a sound understanding of the role of the ANMC competencies, the Nursing Act 1995 and the Nursing Board of Tasmania in the regulation of nursing practice.

State Service employees aggrieved by this intention may make application to the State Service Commissioner for a review under section 50(1)(b) of the State Service Act 2000. Applications for review are to be lodged with the Office of the State Service Commissioner within 14 days of the publication date of this Gazette.

David Roberts.

Staff Movements

Promotion of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	L. Hickman	Manager Strategy, Design and Planning	01.09.10
Education	G. Logan	Senior Project Officer - Workforce Development - Skills Tasmania	24.08.10
Education	H. Jones	School Executive Officer - Ulverstone Primary School	10.08.10
Education	M. Chance	Advanced Skills Teacher - Dover District High School	16.08.10
Education	K. Gannon	School Executive Officer - Campania District High School	16.08.10
Health & Human Services	P. Townsend	Training and Support Officer	23.08.10
Health & Human Services	J. Hunter	HR Advisor	30.08.10
Health & Human Services	P. Moore	Disability Consultant (Gateway)	30.08.10
Health & Human Services	A. Jack	Consultant Individual Funding Unit	24.08.10
Health & Human Services	T. Cangelosi	Coordinator Medical Recruitment	30.08.10
Health & Human Services	J. Speight	Consultant Individual Funding Unit	24.08.10
Health & Human Services	M. Ulbrich	Conference Convenor	23.08.10
Infrastructure, Energy & Resources	D. McConnon	Bridge Maintenance Supervisor	30.08.10
Justice	L. Perry	Compliance Officer	19.08.10
Premier & Cabinet	A. Howard	Information Management Officer	30.08.10
Premier & Cabinet	D. McIntyre	Consultant Training Consortium	22.07.10
Primary Industries, Parks, Water & Environment	P. Hastie	Senior Spatial Information Officer	23.08

Resignation of Permanent Employees

<i>Agency</i>	<i>Position No. and Title</i>	<i>Occupant's Name</i>	<i>Date Effective</i>
Education	Cleaner	R. Crowe	30.06.10
Education	Archivist	R. Dooley	07.07.10
Education	Systems Support & Development Officer	M. Watts	31.08.10
Education	Teacher	J. Morgan	14.06.10
Health & Human Services	Staff Specialist	G. Couser	21.07.10
Health & Human Services	DHHS Employee	E. Jacovelli	20.08.10
Health & Human Services	Telephonist	L. Wright	20.08.10
Health & Human Services	Registered Nurse	J. Whiteley	01.08.10
Health & Human Services	Senior Speech Pathologist	K. Cordell	13.08.10
Health & Human Services	Nurse Unit Manager	S. Wendon	27.08.10
Health & Human Services	Maintenance Supervisor	R. Partridge	20.08.10
Health & Human Services	Allied Health Professional	C. Cholajda	24.08.10
Infrastructure, Energy & Resources	Crash Analysis Clerk	J. Hockley	24.08.10

Permanent Appointments

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Probation Period</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	Executive Assistant	V. hemkes	6 months	13.09.10
Economic Development, Tourism & the Arts	Program Officer	P. Bernardo	6 months	30.08.10
Education	Teacher Aide Special - Huonville Primary School	S. van Ravels	6 Months	19.08.10
Education	Teacher Aide Special - Risdon Vale Primary School	M. Shaw	6 Months	19.08.10
Education	Teacher Aide Special - Timsbury Road School	P. Nelson	6 Months	17.08.10
Education	Customer Service Officer (Cygnet Library) - Huon LINC	H. Elson	6 Months	24.08.10
Education	Canteen Supervisor - New Norfolk Primary School	S. Coleman	6 Months	23.08.10
Education	Teacher Aide Special - Bellerive Primary School	A. Hyland	6 Months	12.08.10
Education	Teacher Aide Special - Huonville Primary School	T. Crellin	6 Months	19.08.10
Education	Librarian - Systems Support & Development	R. Snape	6 Months	23.08.10
Education	Teacher Aide Special - Huonville Primary School	E. Kogelman	6 Months	19.08.10
Education	Teacher Aide Special - Cygnet Primary School	M. Valetich	6 Months	05.08.10
Education	Teacher Aide Special - Huonville Primary School	T. Trout	6 Months	19.08.10
Education	Teacher Aide Technical (MDT) - Queechy High School	R. Denne	6 Months	23.08.10
Health & Human Services	Training & Support Officer	C. Roddam	6 months	09.08.10
Health & Human Services	Enrolled Nurse	R. Dukeson	6 months	27.08.10
Health & Human Services	Recruitment Support Officer	M. Irvine	6 months	23.08.10
Health & Human Services	Child Protection Worker	G. McMurtrie	6 months	06.09.10
Health & Human Services	Ambulance Officer	A. Munnings	6 months	16.08.10
Health & Human Services	Medical Scientist	D. Radcliffe	6 months	24.08.10
Health & Human Services	Child and Family Health Nurse	D. Harper	6 months	02.09.10
Health & Human Services	Clinical Nurse	V. Rhodes	6 months	14.08.10
Health & Human Services	Ambulance Officer	T. Heys	6 months	16.08.10
Health & Human Services	Administrative Assistant	D. Easter	6 months	30.08.10
Health & Human Services	Manager Screening Services	L. McKinley	6 months	25.08.10
Health & Human Services	Registered Nurse	K. Burns	6 months	22.08.10
Health & Human Services	Child Protection Worker	M. Howard	6 months	30.08.10
Health & Human Services	Child Protection Worker	S. Garwood	6 months	30.08.10
Health & Human Services	Child Protection Worker	M. McKinnon	6 months	06.09.10
Infrastructure, Energy & Resources	Senior Electrical Technician	R. Dunn	6 months	16.08.10
Justice	Cleaner	P. Cordingley	6 months	25.08.10
Justice	Facilitator Intervention Programs	G. McDonald	6 months	30.08.10
Police & Emergency Management	Project Officer	K. Clements	6 months	22.09.10
Police & Emergency Management	Client Services Officer	S. Russell	6 months	19.08.10
Police & Emergency Management	Information & Communications Technology Officer (Graduate)	S. Bunt	6 months	31.08.10
Primary Industries, Parks, Water & Environment	Assistant Planner	A. Turbett	6 Months	02.08.10
Primary Industries, Parks, Water & Environment	Field Officer	N. Williams	6 months	30.08.10
Primary Industries, Parks, Water & Environment	Marine Reserves Interpretation and Education Officer	F. Rice	1 Month	30.08.10
Primary Industries, Parks, Water & Environment	Client Service Officer	L. Summers	6 months	26.08.10
Treasury & Finance	Budget Analyst	K. Lowe	1 month	19.08.10
Treasury & Finance	Information Management Officer	E. Glass	6 months	27.08.10

Retirement of Permanent Employees

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Date of Effect</i>
Education	Education Facility Attendant	M. Connlley	22.06.10
Education	Teacher	R. Healey	06.08.10
Education	Principal	G. Speight	02.07.10
Education	Manager Strategy & Performance	J. Coatman	15.07.10
Education	Library Technician	A. Galloway	16.06.10
Education	Bus Attendant	W. Smith	04.08.10
Education	School Administrative Officer	H. Small	30.06.10
Education	Librarian	M. Harman	21.07.10
Education	Education Facility Attendant	C. Zeleznik	30.06.10
Education	Education Facility Attendant	P. Homan	15.06.10
Education	Bus Driver & Education Facility Attendant	D. Young	30.07.10
Education	Librarian	M. Laird	23.06.10
Education	Teacher	S. Hutchinson	01.07.10
Education	Library Technician	M. King	30.06.10
Education	Education Assistant	S. McMahon	02.07.10
Education	School Executive Officer	P. Nolan	20.08.10
Education	Librarian	S. Wallbank	24.06.10
Education	Teacher	G. Leary	26.07.10
Education	Teacher	L. Lucas	24.06.10
Education	Administrative Officer	M. Bushing	12.07.10
Education	Teacher Aide General	M. Midson	23.07.10
Education	Teacher	R. Blackman	15.06.10
Education	Teacher	P. Scott	30.07.10
Education	Teacher	J. Bradley	29.06.10
Education	Braille Interpreter	P. Hayes	14.07.10
Education	Education Facility Attendant	H. Biggelaar	22.06.10
Education	Research & Support Officer	P. Lloyd	23.07.10
Education	Teacher Aide General	J. Duckett	27.05.10
Education	Education Facility Attendant	C. Park	20.07.10
Health & Human Services	Enrolled Nurse	R. Bewley	21.08.10
Health & Human Services	Enrolled Nurse	J. Midson	21.08.10
Health & Human Services	Ward Aide	R. Browning	21.08.10

Transfer of Permanent Employees

<i>Agency</i>	<i>Employee</i>	<i>New Agency</i>	<i>Duties Assigned</i>	<i>Date of Effect</i>
Education	K. Dalton	Police & Emergency Management	Clerical Support Officer	24.08.10
Treasury & Finance	K. Enkelaar	Premier & Cabinet	Principal Policy Analyst	23.08.10

Fixed-Term Appointments of greater than 12 Months

<i>Agency</i>	<i>Duties Assigned</i>	<i>Employee</i>	<i>Term</i>	<i>Date of Effect</i>
Economic Development, Tourism & the Arts	Project Manager E-Collaboration	M. Dalla-Fontana	2 years	20.09.10
Justice	Project Manager, Asbestos Unit	C. Johnstone	2 years	30.08.10
Public Trustee	Client Account Manager	E. Gale	2 years	23.08.10



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

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

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

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



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