



TASMANIAN STATE SERVICE NOTICES

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All State Service employees and Officers are entitled to access to a copy of these Notices within 7 days of publication.

Vacancy notices and statements of duties are also available at:
www.jobs.tas.gov.au

If you do not obtain access, contact your supervisor.

Vacancies—General Information

The Government of Tasmania encourages and appreciates the benefits of a diverse workforce. Workplace Diversity and the State Service Principles are about making sure that everyone who works or wants to work in the Tasmanian State Service receives fair treatment.

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

All vacancies in this Gazette are normally only advertised once.

Tasmanian Government Gazettes are available for perusal at the Public Sector Management Office, 9th Floor, 144–148 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 16 days after the date of the Gazette in which the vacancy appears, unless otherwise stated.

Late applications may be accepted at the discretion of the Head of Agency but this will only apply in exceptional circumstances.

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.

Training

You can book any of these courses to be conducted for your staff, on site, for only \$1650 per day for up to 16 people



	1 person	Discount 3+ people	Hobart	Launceston
Emotional Intelligence	\$275	\$200	5 Mar	On request
Satisfying difficult clients	\$275	\$200	7 Mar	5 May
Train the trainer	\$475	\$395	11 & 12 Mar	1 & 2 Apr
Time management tools	\$275	N/A	14 Mar	31 Mar
Effective business writing	\$275	N/A	19 Mar	7 Apr
Writing clear letters & emails	\$275	\$200	19 Mar	6 May
Writing clear procedures	\$295	\$200	20 Mar	On request
Practical project management	\$595	\$495	26 & 27 Mar	On request
Influencing skills	\$275	\$200	28 Mar	On request



Developing Potential (Australia) Pty Ltd

Email: training@developingpotential.com.au

Phone: 6224 1066

www.developingpotential.com.au

Gazette

Copy can be faxed to Print Applied Technology Pty Ltd on (03) 6216 4294; or electronically mailed via EMAIL at govt.gazette@pat.tas.gov.au

Please Note:—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 that 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 4 p.m. 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.

These deadlines will be strictly adhered to.

For subscription and account enquiries please telephone (03) 6233 3148

ECONOMIC DEVELOPMENT

Graduate Project Officer (Generic).

Applications Close:—Friday, 6 February 2009.

Salary:—\$38,927–\$49,523 per annum.

Administrative and Clerical Employees Award, Administrative Trainee (Graduate Recruit) A and C, Level 3-1 to 5-1.

Register Fixed-term, full-time for up to 12 months.

Location:—Hobart, Launceston or Burnie.

Duties:—Major duties include:—As a member of a team, undertake research, analysis and interpretation of information, assist in the preparation of proposals and recommendations. Assist with the initiation, co-ordination, implementation and monitoring of industry, community and business policies and programmes. To liaise with other agencies, industry and business on relevant issues from time to time. Provide research and support services for the Department on inter-agency committees, as required. Undertake specific projects as required. Prepare correspondence, reports and briefing notes as required. Provide support to senior staff and the various functional areas of the Department. Undertake other tasks as required by the Secretary. Assist in the preparation of briefing notes and advice on the financial implications and viability of development projects and the Government's industry policies and plans.

Essential Requirements:—A degree or tertiary qualification in a relevant discipline.

Enquiries to David Sproule for a copy of the Statement of Duties, phone (03) 6233 5893 or email David.Sproule@development.tas.gov.au. For further information about the positions, please contact Elissa Ferguson, Senior HR Officer, Human Resources, Department of Economic Development, phone (03) 6233 9537, email Elissa.Ferguson@development.tas.gov.au.

Applications to Human Resources, Department of Economic Development, G.P.O. Box 646, Hobart, 7001, phone (03) 6233 5893, fax (03) 6233 5703, email applications@development.tas.gov.au.

ECONOMIC DEVELOPMENT

SPORT AND RECREATION TASMANIA

Project Support Officer (424198).

Applications Close:—Friday, 29 February 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—Launceston.

Duties:—Provide general administrative services together with a wide range of administrative and clerical support to the Programme Manager and staff of the TIS.

Enquiries to Tania Paterson for a copy of the Statement of Duties on (03) 6336 2034 or email Tania.Paterson@development.tas.gov.au. For further information about the position please contact Geoff Masters, Programme Manager, phone (03) 6336 2291, email Geoff.Masters@development.tas.gov.au.

Applications to Human Resources, Department of Economic Development, G.P.O. Box 646 Hobart 7001, phone (03) 6233 5893, fax (03) 6233 5703, email applications@development.tas.gov.au.

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

EDUCATION

CORPORATE SERVICES

*Corporate Communications***Online Services System Administrator (963515).**

Applications Close:—Friday, 29 February 2008.

Salary:—\$56,854–\$60,476 per annum.

Administrative and Clerical Employees Award, Level 7.

Permanent full-time.

Location:—Hobart.

Description of the Role:—Provide technical support for the development, maintenance and enhancement of the department's online communications environment to ensure the effective delivery of services to clients and staff. Advise on trends and developments in online technologies and appropriate applications.

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

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

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

Enquiries to Ann Davie, Department of Education, phone (03) 6233 3841, email ann.davie@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, 116 Bathurst Street, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

EDUCATION

CORPORATE SERVICES

Corporate Communications

Senior Communications Consultant—2 Vacancies.

Applications Close:—Friday, 29 February 2008.

Salary:—\$71,326–\$73,143 per annum.

Administrative and Clerical Employees Award, Level 9.

Vacancy No.:—951124.

Permanent full-time.

Location:—Hobart.

Vacancy No.:—962122.

Permanent full-time.

Location:—Hobart.

Description of the role:—Provide specialist advice and support to departmental managers in the development and implementation of internal and external communication strategies aimed at enhancing and promoting a positive image of the Department and its services to the community.

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

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

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

Enquiries to Irena Bissenden, Department of Education, 116 Bathurst Street, phone (03) 6233 4665, email irena.bissenden@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, 116 Bathurst Street, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

EDUCATION

CORPORATE SERVICES

Information and Technology Services

IT Support Officer—12 Vacancies.

Applications Close:—Friday, 29 February 2008.

Salary:—\$38,926–\$51,357 per annum.

Administrative and Clerical Employees Award, Computer Systems Officer Level 1 (A and C, Level 3-5).

Vacancy No.:—963485.

Permanent full-time.

Location:—South.

Vacancy No.:—963486.

Permanent full-time.

Location:—South.

Vacancy No.:—963487.

Permanent full-time.

Location:—South.

Vacancy No.:—963488.

Permanent full-time.

Location:—South-East.

Vacancy No.:—963489.

Permanent full-time.

Location:—South-East.

Vacancy No.:—963490.

Permanent full-time.

Location:—South-East.

Vacancy No.:—963491.

Permanent full-time.

Location:—North.

Vacancy No.:—963492.

Permanent full-time.

Location:—North.

Vacancy No.:—963493.

Permanent full-time.

Location:—North.

Vacancy No.:—963494.

Permanent full-time.

Location:—North-West.

Vacancy No.:—963495.

Permanent full-time.

Location:—North-West.

Vacancy No.:—963496.

Permanent full-time.

Location:—North-West.

Description of the Role:—To provide customer focused information technology support services and assist with the support and development of departmental computer infrastructure. Plan and implement troubleshooting, hardware support and software management strategies. Provide supervision and training for other ICT support staff.

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

Desirable Requirements:—Appropriate post secondary qualification and/or industry experience relevant to the

position. At least two years experience in the delivery of ICT support and infrastructure services. A current driver's licence. Department of Education ITS Accreditation.

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

Enquiries to Scott Ashton, Department of Education, phone (03) 6233 6916, email scott.ashton@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, 116 Bathurst Street, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

EDUCATION

LEARNING SERVICES

Learning Services (North)

West Tamar Cluster

Riverside Primary School

Canteen Supervisor (650659).

Applications Close:—Friday, 29 February 2008.

Salary:—\$34,648 pro rata.

Operational Employees Award, Level 3.

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

Location:—Riverside Primary School.

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

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

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

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

Enquiries to Karen Spillane, Department of Education, phone (03) 6327 3731, email karen.spillane@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, 116 Bathurst Street, Hobart, 7000, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Burnie Cluster

Havenview Primary School

Principal (200149).

Applications Close:—Friday, 29 February 2008.

Salary:—\$78,761 per annum.

Teaching Service (TPS) Award, Band 3, Level 2.

Permanent full-time.

Location:—Havenview Primary School.

Description of the Role:—To lead and direct the educational programme and administration of a school/ college in accordance with appropriate Acts, Regulations and guidelines.

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

Current certificate of registration; or provisional registration in accordance with the provisions of the Teachers Registration Act 2000.

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

Desirable Requirements:—Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

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

Enquiries to Kim Bennett, Department of Education, phone (03) 6434 7224, email kim.bennett@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, 116 Bathurst Street, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Burnie Cluster

Ridgley Primary School

Principal (200389).

Applications Close:—Friday, 29 February 2008.

Salary:—\$78,761 per annum.

Teaching Service (TPS) Award, Band 3, Level 2.

Permanent full-time.

Location:—Ridgley Primary School.

Description of the Role:—To lead and direct the educational programme and administration of a school/ college in accordance with appropriate Acts, Regulations and guidelines.

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

Current certificate of registration; or provisional registration in accordance with the provisions of the Teachers Registration Act 2000.

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

Desirable Requirements:—Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

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

Enquiries to Malcolm Wells, Department of Education, phone (03) 6434 6350, email malcolm.wells@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, 116 Bathurst Street, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Devonport Cluster

Devonport Primary School

Principal (200699).

Applications Close:—Friday, 29 February 2008.

Salary:—\$94,495 per annum.

Teaching Service (TPS) Award, Band 3, Level 5.

Permanent full-time.

Location:—Devonport Primary School.

Description of the Role:—To lead and direct the educational programme and administration of a school/ college in accordance with appropriate Acts, Regulations and guidelines.

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

Current certificate of registration; or provisional registration in accordance with the provisions of the Teachers Registration Act 2000.

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

Desirable Requirements:—Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

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

Enquiries to Malcolm Wells, Department of Education, phone (03) 6434 6350, email malcolm.wells@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, 116 Bathurst Street, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Devonport Cluster

Nixon Street Primary School

Assistant Principal (200857).

Applications Close:—Friday, 29 February 2008.

Salary:—\$82,856 per annum.

Teaching Service (TPS) Award, Assistant Principal, Band 3, Level 3.

Permanent full-time.

Location:—Nixon Street Primary School.

Description of the Role:—To assist the Principal in the general educational leadership, management and administration of a school or college.

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

Current certificate of registration; or provisional registration in accordance with the provisions of the Teachers Registration Act 2000.

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

Desirable Requirements:—Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

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

Enquiries to Jodee Wilson, Department of Education, phone (03) 6424 7733, email jodee.wilson@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, 116 Bathurst Street, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Waratah/Wynyard Cluster

Yolla District High School

Principal (200661).

Applications Close:—Friday, 29 February 2008.

Salary:—\$94,495 per annum.

Teaching Service (TPS) Award, Band 3, Level 5.

Permanent full-time.

Location:—Yolla District High School.

Description of the Role:—To lead and direct the educational programme and administration of a school/ college in accordance with appropriate Acts, Regulations and guidelines.

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

Current certificate of registration; or provisional registration in accordance with the provisions of the Teachers Registration Act 2000.

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

Desirable Requirements:—Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

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

Enquiries to Rob Hart, Department of Education, phone (03) 6434 6253, email rob.hart@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, 116 Bathurst Street, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

EDUCATION

LEARNING SERVICES

Learning Services (South-East)

Learning Services HR Officer (963450).

Applications Close:—Friday, 29 February 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Permanent full-time.

Location:—Hobart.

Description of the Role:—As part of a Learning Services HR team and in conjunction with the HR Operational and Information Services team use an integrated, computerised HRM system to provide quality personnel and payroll services for the Department.

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

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

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

For a copy of the Statement of Duties please contact Bob Issitt, phone (03) 6233 8402, email bob.issitt@education.tas.gov.au.

Enquiries to Jo Gibbs, Department of Education, phone (03) 6233 5481, email jo.gibbs@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, 116 Bathurst Street, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

EDUCATION

LEARNING SERVICES

Learning Services (South-East)

Eastern Clarence Cluster

Howrah Primary School

Assistant Principal (201742).

Applications Close:—Friday, 29 February 2008.

Salary:—\$82,856 per annum.

Teaching Service (TPS) Award, Assistant Principal, Band 3, Level 3.

Permanent full-time.

Location:—Howrah Primary School.

Description of the Role:—To assist the Principal in the general educational leadership, management and administration of a school or college.

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

Current certificate of registration; or provisional registration in accordance with the provisions of the Teachers Registration Act 2000.

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

Desirable Requirements:—Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

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

Enquiries to Anne Hay, Department of Education, phone (03) 6233 8090, email anne.hay@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, 116 Bathurst Street, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

EDUCATION

LEARNING SERVICES

Learning Services (South-East)

Tasman East Coast Cluster

Distance Education Tasmania

Senior Library Technician (963231).

Applications Close:—Friday, 29 February 2008.

Salary:—\$47,675–\$51,358 per annum.

Technical Employees Award, Level 3.

Permanent full-time for 40 weeks per year.

Location:—Hobart.

Description of the Role:—Co-ordinate and supervise the work of library technicians in the delivery of high standard customer-focused services. Provide technical direction and general supervision. Modify established technical and professional solutions to meet revised procedural problems and issues. Undertake and resolve complex client queries including provision of technical advice about access to publications and information generally.

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

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

Electronic submission of applications is preferred. Instructions for applicants lodging electronic applications. Electronic applications must be in either Microsoft Word or

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For a copy of the Statement of Duties please contact Jan Fitzmaurice, phone (03) 6233 7786, email janice.fitzmaurice@education.tas.gov.au.

Enquiries to Lyn Dunn, Department of Education, phone (03) 6233 7786, email lyn.dunn@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, 116 Bathurst Street, phone (03) 6233 7786, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

EDUCATION

LIBRARY AND INFORMATION SERVICES

Adult and Community Learning Services

Trainee Library Technician (953018).

Applications Close:—Friday, 29 February 2008.

Salary:—\$34,003–\$37,378 pro rata.

Technical Employees Award, Level 1.

Permanent part-time 32.5 hours per fortnight.

Location:—Hobart.

Description of the Role:—Undertake routine assistance in the provision of customer-focused library services, or to other technical employees in a library as required and undertake on the job training and work place development to complement studies for the Diploma in Library and Information Studies.

In accordance with award standards successful completion of the course will lead to advancement to Level 2.

Essential Requirements:—Eligibility for admission to a relevant course of study at a recognised TAFE 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 for—crimes of violence, sex related offences, serious drug offences.

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

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

Enquiries to Jan Stoessiger, Department of Education, phone (03) 6233 7918, email jan.stoessiger@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, 116 Bathurst Street, phone (03) 6233 7786, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

*North West Regional Hospital***Attendant (502011a).**

Applications Close:—Friday, 29 February 2008.

Salary:—\$34,059–\$34,606 pro rata.

Community and Health Services (Public Sector) Award, Operational Stream, Level 4.

Fixed-term casual shift worker. To commence as soon as possible until 21 February 2009.

Location:—Nursing Services, Attendants.

Duties:—Provide attendant services that are in accordance with Agency policies and legal requirements.

Desirable Requirements:—A thorough knowledge of Hospital areas and an understanding of the Attendant role, or the ability to acquire that knowledge and understanding. Ability to develop manual handling techniques, accident and emergency procedures, emergency response skills. Knowledge of Continuous Quality Improvement processes. Knowledge of and the ability to apply Occupational Health and Safety policies and Infection Control practices.

Enquiries to Marg Parry, Department of Health and Human Services, phone (03) 6430 6503, email marg.parry@dhhs.tas.gov.au.

You are encouraged to apply online at www.jobs.tas.gov.au or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001.

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HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

*North West Regional Hospital***Registered Nurse (502261).**

Applications Close:—Friday, 29 February 2008.

Salary:—\$43,859–\$58,704 per annum.

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

Permanent full-time shift work.

Location:—Nursing Services-Paediatrics/Surgical West.

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

Essential Requirements:—All Nursing positions must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania. Mental Health positions must also have a psychiatric nursing certificate or be authorised by the Nursing Board of Tasmania to practise psychiatric nursing. Midwifery positions must also hold authorisation to practise as a Midwife by the Nursing Board of Tasmania.

Enquiries to Chris Fisher, Department of Health and Human Services, phone (03) 64306550, email christine.fisher@dhhs.tas.gov.au.

You are encouraged to apply online at www.jobs.tas.gov.au or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart, Tasmania 7001.

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HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

*Royal Hobart Hospital***Clinical Nurse -Tuberculosis (508897).**

Applications Close:—Friday, 29 February 2008.

Salary:—\$60,828–\$65,071 per annum.

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

Permanent part-time day work, 60 hours per fortnight.

Location:—Clinical Services-Respiratory Medicine, Royal Hobart Hospital.

Duties:—Function as an advanced clinical practitioner in accordance with Agency policies and legal requirements in the provision and delivery of nursing care within the Tuberculosis Services.

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

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

You are encouraged to apply online at www.jobs.tas.gov.au or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart, Tasmania 7001.

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HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

*Royal Hobart Hospital***Clinical Nurse Educator-Critical Care Graduate Certificate/ Diploma (508388).**

Applications Close:—Friday, 29 February 2008.

Salary:—\$69,869–\$74,792 per annum.

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

Permanent full-time day work.

Location:—Clinical Services-Critical Care Medicine, Royal Hobart Hospital.

Duties:—Formulates, implements and evaluates the clinical education component of the Postgraduate Certificate in Critical Care Nursing in collaboration with the Course Co-ordinator for the School of Nursing and Midwifery. The role of the clinical nurse educator is to facilitate and support the development of the nursing workforce, including students, by planning, promoting, co-ordinating, implementing and evaluating education programmes in the clinical practice setting. The Department of Health and Human Services has established a clinical learning and education framework for nursing and midwifery. The framework recognises that the development of the nurse is optimised when theoretical knowledge is integrated with practice within a structured education environment. The principal outputs of the framework are education programmes including:—transition programmes; clinical practice placement programmes as a component of pre and post registration and enrolment courses; and, professional development programmes. The objective is achieved in accordance with Agency policy and legal requirements and performance reporting arrangements are linked to the DHHS Progress Chart.

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

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

You are encouraged to apply online at www.jobs.tas.gov.au or forward your hard copy application quoting the vacancy number to:—Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart, Tasmania 7001.

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HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

Royal Hobart Hospital

Dietitian (508220).

Applications Close:—Friday, 29 February 2008.

Salary:—\$42,638–\$68,410 pro rata.

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

Permanent part-time day work (48.64 hours per fortnight).

Location:—Clinical Services, Nutrition and Dietetics, Royal Hobart Hospital.

Duties:—Provide the clinical dietetic service in designated work areas, which may include wards, outpatient clinics, and groups. Be a resource for the community and for other health workers.

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

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, crimes involving dishonesty and serious Traffic Offences. Identification check and disciplinary action in previous employment check.

Enquiries to Jean Symes, Department of Health and Human Services, phone (03) 6222 7204, email jean.symes@dhhs.tas.gov.au.

You are encouraged to apply online at www.jobs.tas.gov.au or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart, Tasmania 7001.

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HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

Royal Hobart Hospital

Divisional Support Officer, Clinical Support Services (516666).

Applications Close:—Friday, 29 February 2008.

Salary:—\$48,862–\$50,671 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 5.

Permanent full-time day work.

Location:—Clinical Support Services, Royal Hobart Hospital.

Duties:—Support the business and administrative function in the management of informational, financial and other resources in a Clinical Service Environment.

Desirable Requirements:—An extensive knowledge of State and Agency financial planning, reporting and budgetary processes. Demonstrated research skills, plus the ability to plan, to analyse and interpret information and the capacity to ensure work deadlines are met. Sound interpersonal skills, including good communication skills to effectively work within a multi-disciplinary environment.

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 at www.jobs.tas.gov.au or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart, Tasmania 7001.

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HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

Royal Hobart Hospital

Enrolled Nurses at the Royal Hobart Hospital (Stacks of nursing vacancies available. Pick one.)

Applications Close:—Friday, 29 February 2008.

Salary:—\$40,040–\$43,433 pro rata.

Nurses (TPS) Award, Enrolled Nurse.

Permanent full-time shift work and permanent, part-time, shift work vacancies are available.

Location:—Various Wards/Units within the Royal Hobart Hospital.

Paediatrics—One permanent, full-time, shift work, vacancy is available. Contact: Janine Sawford on (03) 6222 8332 or email janine.sawford@dhhs.tas.gov.au.

Emergency Department—One permanent, part-time, shift work, vacancy is available. Contact: Don Burton on (03) 6222 8425 or email don.burton@dhhs.tas.gov.au.

Surgery—Perioperative Course, Permanent, full-time, shift work AND permanent, part-time, shift work vacancies are available.

Wards—Permanent, full-time, shift work AND permanent, part-time, shift work vacancies are available. Contact: Paul Geeves on (03) 6222 8419 or email paulr.geeves@dhhs.tas.gov.au.

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

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

You are encouraged to apply online at www.jobs.tas.gov.au or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart, Tasmania 7001.

Important reminder, If you are submitting a hardcopy application please indicate the vacancy/vacancies you are applying for.

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HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

*Royal Hobart Hospital***Food Services Officer (508042).**

Applications Close:—Friday, 29 February 2008.

Salary:—\$32,898–\$33,620 per annum.

Community and Health Services (Public Sector) Award, Operational Stream, Level 3.

Permanent full-time full-time day work.

Location:—Patient Support, Food Services, Royal Hobart Hospital.

Duties:—Assist with the food preparation, production, plating service, warewashing, and cleaning duties in the provision of catering services to patients, visitors and staff of the hospital.

Desirable Requirements:—Knowledge and experience and/or relevant TAFE qualifications in food preparation and production including a knowledge of cook-chill procedures. A knowledge and understanding of general food handling and food hygiene regulations and proven ability to maintain all work areas and equipment in a hygienic state. Understanding and experience of working in a large organisation.

Enquiries to Marcy Fouché, Department of Health and Human Services, phone (03) 6222 7951, email marcy.fouche@dhhs.tas.gov.au.

You are encouraged to apply online at www.jobs.tas.gov.au or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart, Tasmania 7001.

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HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

*Royal Hobart Hospital***Interpreter Booking Clerk (517515).**

Applications Close:—Friday, 29 February 2008.

Salary:—\$38,464–\$41,681 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 3.

Permanent full-time day work.

Location:—Clinical Support Services, Royal Hobart Hospital.

Duties:—The Interpreter Booking Clerk will provide a central co-ordinated service for the booking of interpreters within the Royal Hobart Hospital. The position involves a high standard of customer focused reception skills and wide range of clerical functions in support of patient care in accordance with established policies and procedures relating to clinical, financial and administrative requirements for Interpreter Services.

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

Enquiries to Shirleen Wickham, Department of Health and Human Services, phone (03) 6222 8154, email shirleen.wickham@dhhs.tas.gov.au.

You are encouraged to apply online at www.jobs.tas.gov.au or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart, Tasmania 7001.

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HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

*Royal Hobart Hospital***Nurse Unit Manager-Emergency Department (508947).**

Applications Close:—Friday, 29 February 2008.

Salary:—\$74,792 per annum.

Nurses (TPS) Award, Nurse Unit Manager.

Permanent full-time day work.

Location:—Clinical Services-Medicine-Emergency Department, Royal Hobart Hospital.

Duties:—Provide leadership within the Clinical Unit. Ensure the efficient and effective provision of care based on best practice principles within a collaborative and multidisciplinary framework by co-ordination the clinical, management, education and nursing research functions within the clinical unit.

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

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

You are encouraged to apply online at www.jobs.tas.gov.au or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart, Tasmania 7001.

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HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

*Royal Hobart Hospital***Podiatrist (508277).**

Applications Close:—Friday, 29 February 2008.

Salary:—\$42,638–\$68,410 per annum.

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

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

Location:—Clinical Services, Podiatry, Royal Hobart Hospital.

Duties:—The successful applicant will be part of a dynamic team treating patients and clients with varying types of foot pathologies based at the Royal Hobart Hospital and serving the community of southern Tasmania.

Essential Requirements:—Degree or Diploma from a recognised tertiary institution and registered or eligible for registration by the Tasmanian Podiatrist Registration Board.

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, crimes involving dishonesty and serious Traffic Offences. Identification check and disciplinary action in previous employment check.

Enquiries to Helen Burnet, Department of Health and Human Services, phone (03) 6222 8601, email helen.burnet@dhhs.tas.gov.au.

You are encouraged to apply online at www.jobs.tas.gov.au or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart, Tasmania 7001.

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HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

Royal Hobart Hospital

Professional Officer (508216).

Applications Close:—Friday, 29 February 2008.

Salary:—\$65,522–\$75,155 per annum.

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

Permanent full-time day work. Part-time hours may be considered.

Location:—Clinical Support Services, Royal Hobart Hospital.

Duties:—Responsible for the co-ordination and management of allied health professional clinical projects, including the provision of administrative and clinical data support.

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

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 at www.jobs.tas.gov.au or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart, Tasmania 7001.

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HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

Royal Hobart Hospital

Registered Nurses at the Royal Hobart Hospital (Stacks of nursing vacancies available. Pick one.)

Applications Close:—Friday, 29 February 2008.

Salary:—\$43,859–\$58,704 per annum.

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

Permanent full-time shift work and permanent, part-time, shift work vacancies are available.

Location:—Various Wards/Units within the Royal Hobart Hospital.

Neonatal/ Paediatric Intensive Care Unit—Permanent, full-time, shift work AND permanent, part-time, shift work vacancies are available. Contact: Jane Stebbins on (03) 6222 8629 or email jane.stebbins@dhhs.tas.gov.au.

Paediatrics—Permanent, part-time, shift work, vacancy is available. Contact: Janine Sawford on (03) 6222 8332 or email janine.sawford@dhhs.tas.gov.au.

Emergency Department—Permanent, full-time, shift work vacancies are available. Contact: Don Burton on (03) 6222 8425 or email don.burton@dhhs.tas.gov.au.

Critical Care Medicine—Permanent, full-time, shift work AND permanent, part-time, shift work vacancies are available. Contact: Felicity Geeves on (03) 6222 8856 or felicity.geeves@dhhs.tas.gov.au.

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

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

You are encouraged to apply online at www.jobs.tas.gov.au or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart, Tasmania 7001.

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HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

Royal Hobart Hospital

Senior Dietitian (508226).

Applications Close:—Friday, 29 February 2008.

Salary:—\$65,522–\$75,155 pro rata.

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

Permanent part-time day work (15.2 hours per fortnight).

Location:—Clinical Services, Nutrition and Dietetics, Royal Hobart Hospital.

Duties:—The Senior Specialist Dietitian provides clinical dietetic services to allocated areas at specialist and/or senior levels and advocates for appropriate nutrition for clients and staff of the Department of Health and Human Services.

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

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, crimes involving dishonesty and serious Traffic Offences. Identification check and disciplinary action in previous employment check.

Enquiries to Janet Howells, Department of Health and Human Services, phone (03) 6222 8502, email janet.howells@dhhs.tas.gov.au.

You are encouraged to apply online at www.jobs.tas.gov.au or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart, Tasmania 7001.

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HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Community Health Reform Unit

Project Officer, Partners in Health (517526).

Applications Close:—Friday, 29 February 2008.

Salary:—\$70,573–\$72,385 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 9.

Permanent full-time day work.

Location:—34 Davey Street, Hobart.

Duties:—The Project Officer will provide high level advice, analysis and expertise in relation to the aims and activities associated with the Partners in Health agreement between the University of Tasmania (UTas) Faculty of Health Science and the Department of Health and Human Services (DHHS). Participate in the development of relevant policy and projects relating to implementation of Tasmania's Health Plan and the Faculty of Health Science strategic agenda, including preparation of briefings and options papers. Provide linkage between Partners in Health and Health priority initiatives of the University of Tasmania and Tasmanian Government Partnership Agreement.

Desirable Requirements:—Extensive knowledge and experience in relation to health workforce issues, including specific knowledge of Partners in Health, Tasmania's Health Plan and the Faculty of Health Science strategic agenda, or demonstrated ability to acquire such knowledge. High level experience in research and analysis, including health and higher education systems, models of health service integration and service evaluation. Knowledge of contemporary management practice, especially project management, change management and best practice.

Enquiries to Dr Elizabeth Shannon, Department of Health and Human Services, phone (03) 6233 3531, email elizabeth.shannon@dhhs.tas.gov.au.

You are encouraged to apply online at www.jobs.tas.gov.au or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart, Tasmania 7001.

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HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Mental Health Services

Clinical Standards

Project Support Officer (515968).

Applications Close:—Friday, 29 February 2008.

Salary:—\$43,431–\$47,038 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 4.

Permanent full-time day work.

Location:—St Johns, Park New Town.

Duties:—As part of the Professional Services Unit in Mental Health Service's Clinical Standards and Improvement, the Executive Support Officer will undertake a comprehensive

administrative role to the workforce development and training activities within Mental Health Services.

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

Enquiries to Ellen Cross, Department of Health and Human Services, phone (03) 6230 7972, email ellen.cross@dhhs.tas.gov.au.

You are encouraged to apply online at www.jobs.tas.gov.au or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart, Tasmania 7001.

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HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Mental Health Services

Co-ordination and Innovation

Senior Marketing and Communications Consultant (516123).

Applications Close:—Friday, 29 February 2008.

Salary:—\$70,573–\$72,385 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 9.

Fixed-term full-time day work for a period of 12 months.

Location:—St Johns Park, New Town.

Duties:—Develop and implement a marketing and communications strategy for Tasmania's Mental Health Services aimed at promoting and enhancing a positive image of mental health services. Provide specialist advice and strategically manage, develop and co-ordinate a range of communication and marketing activities which aim to support implementation of the strategy.

Desirable Requirements:—Demonstrated high level marketing and consultancy skills with a proven knowledge and practical experience in communications and marketing principles and practices. High level written and verbal communication skills including the capacity to produce high quality documents in a variety of communication formats for presentation, using a range of technologies. High level interpersonal skills including the capacity to liaise with and work effectively with a range of internal and external clients and stakeholders. A capacity to understand the provision of mental health services including the importance of promotion, prevention and early intervention strategies. High level skills in strategy development, project management and research as well as a capacity to work within an environment subject to work pressure, competing priorities, ambiguity and change.

Enquiries to Nick Goddard, Department of Health and Human Services, phone (03) 6230 7721, email nick.goddard@dhhs.tas.gov.au.

You are encouraged to apply online at www.jobs.tas.gov.au or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart, Tasmania 7001.

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HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Mental Health Services

South

Enrolled Nurse (512135).

Applications Close:—Friday, 29 February 2008.

Salary:—\$44,751–\$46,010 per annum.

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

Permanent full-time shift work (fully rotational).

Location:—Southern Area.

Duties:—The Enrolled Nurse delivers a high standard of direct and indirect nursing care within the scope of practice for Enrolled Nurses to the consumers of mental health services under the direction and supervision of a Registered Nurse and participates in the development and implementation of Individual Service Plans by collaborating with the patients, families and other health care team members and assist in the assessment and evaluation of problems and outcomes.

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

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

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

You are encouraged to apply online at www.jobs.tas.gov.au or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001. Please do not send applications to the contact person.

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HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Primary Health

North West

Home Help (502727).

Applications Close:—Friday, 29 February 2008.

Salary:—\$34,059–\$34,606 pro rata.

Community and Health Services (Public Sector) Award, Operational Stream, Level 4.

Fixed-term casual shiftwork, hours as and when required, commencing as soon as possible for a period of 2 years.

Location:—Devonport Community Health Centre.

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

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, crimes involving dishonesty and serious Traffic Offences. Identification check and disciplinary action in previous employment check.

Enquiries to Jacky Taylor, Department of Health and Human Services, phone (03) 6421 7702, email jacky.taylor@dhhs.tas.gov.au.

You are encouraged to apply online at www.jobs.tas.gov.au or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001.

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HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Primary Health

Palliative Care

Clinical Nurse Consultant (506882).

Applications Close:—Friday, 29 February 2008.

Salary:—\$69,869–\$74,792 pro rata.

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

Fixed-term part-time day work (with on call) working 64 hours per fortnight.

Location:—J L Grove Centre, Launceston.

Duties:—In accordance with Agency policy and legal requirements, the Palliative Care Clinical Nurse Consultant assesses and responds to the palliative care needs and issues as expressed or indicated by patients, their families or carers, and other care providers including nursing, medical and allied health workers in Tasmania. The nursing practice will demonstrate a leadership role and reflect a specialist interdisciplinary team approach. Acts as a consultant to external service providers as appropriate.

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

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

You are encouraged to apply online at www.jobs.tas.gov.au or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart, Tasmania 7001.

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HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Primary Health

Palliative Care

Specialist Social Worker (506921).

Applications Close:—Friday, 29 February 2008.

Salary:—\$65,522–\$75,155 pro rata.

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

Permanent part-time day work, working 22.8 hours per fortnight.

Location:—Allambi Building, Launceston.

Duties:—In accordance with Agency policy and legal requirements, the Palliative Care Specialist social worker assesses and responds to the palliative care needs and issues as expressed or indicated by clients, their families or carers, and other care providers including allied health, nursing, medical in Tasmania. To develop, provide and evaluate contemporary palliative care social work services as part of a multidisciplinary or inter-disciplinary service. Acts as a consultant to external service providers as appropriate.

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

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

You are encouraged to apply online at www.jobs.tas.gov.au or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart, Tasmania 7001.

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HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Primary Health

South

Community Podiatrist (505514).

Applications Close:—Friday, 29 February 2008.

Salary:—\$42,638–\$68,410 per annum.

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

Permanent full-time day work.

Location:—Southern Area.

Duties:—To provide a high standard of Podiatric service to clients in southern Tasmania. Work with other service providers in the local community to enable an early intervention, assessment and support programmes for the southern region. Participate as a member in the development of an effective Community Podiatry Service.

Essential Requirements:—Degree or Diploma from a recognised tertiary institution and registered or eligible for registration by the Tasmanian Podiatrist Registration Board.

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, crimes involving dishonesty and serious Traffic Offences. Identification check and disciplinary action in previous employment check.

Enquiries to Helen Burnet, Department of Health and Human Services, phone (03) 6222 8601, mobile 0417 284 267, email helen.burnet@dhhs.tas.gov.au.

You are encouraged to apply online at www.jobs.tas.gov.au or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart 7001. Please do not send applications to the contact person.

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HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Statewide Specialist Services

Alcohol and Drugs Service (South)

Detoxification Officer (512767).

Applications Close:—Friday, 29 February 2008.

Salary:—\$36,936–\$37,478 per annum.

Community and Health Services (Public Sector) Award, Operational Stream, Level 6.

Fixed-term casual shift work for a period of 2 years.

Location:—Detoxification Unit.

Duties:—Within a clinical setting, the Detoxification Officer will provide assistance to the clinical personnel in the management of persons admitted to the Withdrawal Management Unit with alcohol and drug related problems.

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, crimes involving dishonesty and serious Traffic Offences. Identification check and disciplinary action in previous employment check.

Enquiries to Elizabeth McVey, Department of Health and Human Services, phone (03) 6230 7032, email elizabeth.mcvey@dhhs.tas.gov.au.

You are encouraged to apply online at www.jobs.tas.gov.au or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart, Tasmania 7001.

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Children and Family Services

Planning, Performance and Evaluation

Senior Policy Analyst (517589).

Applications Close:—Friday, 29 February 2008.

Salary:—\$63,340–\$66,962 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 8.

Fixed-term full-time day work, commencing as soon as possible for a period of 12 months. Location:—Planning, Performance and Evaluation, Hobart.

Duties:—In conjunction with the Manager, Policy, Planning and Performance to provide high level policy advice to support the effective and efficient delivery of the Division's services statewide. In co-operation with Statewide and Service Centre Managers, develop policies and strategies which support agreed Divisional/Agency goals and priorities. Provide high level consultancy advice, including complex project management, to support on-going policy development and implementation in the Division. Co-ordinate, support and monitor the implementation of Divisional policies, strategies and initiatives. Establish and facilitate linkages at a policy level with other Divisions, Agencies and sectors to improve the co-ordination of services across the Agency; improve outcomes for the Division's clients; improve effectiveness and efficiency in Divisional service delivery.

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, crimes involving dishonesty and serious Traffic Offences. Identification check and disciplinary action in previous employment check.

Enquiries to Louise Newbery, Department of Health and Human Services, phone (03) 6233 4918, email louise.newbery@dhhs.tas.gov.au.

You are encouraged to apply online at www.jobs.tas.gov.au or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart, Tasmania 7001. Please do not send applications to the contact.

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Children and Family Services

Programme Development and Statewide Services

Business Systems Support Officer (515106).

Applications Close:—Friday, 29 February 2008.

Salary:—\$54,291–\$59,721 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream Computer Systems Officer, Level 6-7 (CSO 2).

Permanent full-time day work.

Location:—Programme Development and Statewide Services, Hobart.

Duties:—Co-ordinate the operations and functions of Children and Families Business Applications including facilitation of user groups and support of governance structures. Participate in setting strategic directions for information system development and information management in the DHHS. Provide high level advice to internal and external stakeholders on Children and Families Business Applications and related processes and issues.

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, crimes involving dishonesty and serious Traffic Offences. Identification check and disciplinary action in previous employment check.

Enquiries to Nagy Wassif, Department of Health and Human Services, phone (03) 6233 4927, email nagy.wassif@dhhs.tas.gov.au.

You are encouraged to apply online at www.jobs.tas.gov.au or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart, Tasmania 7001. Please do not send applications to the contact.

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Children and Family Services

Programme Development and Statewide Services

Information Support Officer (501508).

Applications Close:—Friday, 29 February 2008.

Salary:—\$52,481–\$54,291 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 6.

Permanent full-time day work.

Location:—Programme Development and Statewide Services, Hobart.

Duties:—Assist in a range of system management and development duties associated with Children and Families Information Systems, including carer payments, security maintenance, user connection, resolving user queries and other system related tasks as required. Assist in the implementation of information system projects, and undertake data related activities including research, data analysis and drafting reports. Provide stable and effective applications environment to support CAFS business functions using contemporary practices.

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, crimes involving dishonesty and serious Traffic Offences. Identification check and disciplinary action in previous employment check.

Enquiries to Nagy Wassif, Department of Health and Human Services, phone (03) 6233 4927, email nagy.wassif@dhhs.tas.gov.au.

You are encouraged to apply online at www.jobs.tas.gov.au or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart, Tasmania 7001. Please do not send applications to the contact.

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Children and Family Services

Programme Development and Statewide Services

Policy Officer (517397).

Applications Close:—Friday, 29 February 2008.

Salary:—\$63,340–\$66,962 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 8.

Permanent full-time day work.

Location:—Programme Development and Statewide Services, Hobart.

Duties:—The Policy Officer role is to provide high level policy advice and manage complex projects that support the development of programmes and the implementation of policies and plans for the effective integration of children and family services. As a member of Children and Family Services, this position sits within a framework of human service reform that places priority on ensuring the safety and well being of Tasmanian children.

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, crimes involving dishonesty and serious Traffic Offences. Identification check and disciplinary action in previous employment check.

Enquiries to Diane Caney, Department of Health and Human Services, phone (03) 6233 8540, email diane.caney@dhhs.tas.gov.au.

You are encouraged to apply online at www.jobs.tas.gov.au or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart, Tasmania 7001. Please do not send applications to the contact.

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Children and Family Services

South West Area

Child Health and Parenting Services

Child and Family Health Nurse (517607).

Applications Close:—Friday, 29 February 2008.

Salary:—\$54,463–\$65,071 per annum.

Nurses (TPS) Award, Community FCH Nurse.

Permanent part-time day work, 38 hours per fortnight.

Location:—Child Health and Parenting Service, South West.

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

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse in Tasmania. A 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, crimes involving dishonesty and serious Traffic Offences. Identification check and disciplinary action in previous employment check.

Enquiries to Judy Austen, Department of Health and Human Services, phone (03) 6233 7865, email judith.austen@dhhs.tas.gov.au.

You are encouraged to apply online at www.jobs.tas.gov.au or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart, Tasmania 7001. Please do not send applications to the contact.

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Housing

Customer Support Officer—2 Vacancies.

Applications Close:—Friday, 29 February 2008.

Salary:—\$32,898–\$33,620 per annum.

Community and Health Services (Public Sector) Award, Operational Stream, Level 3.

Vacancy No.:—511232.

Permanent full-time day work.

Location:—Housing Tasmania, Launceston.

Vacancy No.:—511164.

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

Location:—Housing Tasmania, Burnie.

Duties:—As part of a multi-skilled Customer Services Team, perform a range of duties including reception, administrative, clerical and customer support services for staff and clients, to ensure the efficient and effective delivery of housing services across Service Centres as required.

Desirable Requirements:—Ability to liaise and communicate effectively with clients on a range of matters relating to Housing Division issues. Good interpersonal and communication skills both written and verbal. Ability to adequately determine client needs and to treat clients with dignity and respect.

Enquiries to Ian Vallance, Department of Health and Human Services, phone (03) 6336 2846, email ian.vallance@dhhs.tas.gov.au.

You are encouraged to apply online at www.jobs.tas.gov.au or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart, Tasmania 7001. Please do not send applications to the contact.

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Housing

Housing Access Officer (517022).

Applications Close:—Friday, 29 February 2008.

Salary:—\$43,431–\$47,038 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 4.

Permanent part-time day work, working 38 hours per fortnight.

Location:—Housing Services, Hobart.

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

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

Enquiries to Merlene Walker, Department of Health and Human Services, phone (03) 6233 8904, email merlene.walker@dhhs.tas.gov.au.

You are encouraged to apply online at www.jobs.tas.gov.au or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart, Tasmania 7001. Please do not send applications to the contact.

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Youth Justice

Custodial Youth Justice

Operations Support Officer (513530).

Applications Close:—Friday, 29 February 2008.

Salary:—\$43,431–\$47,038 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 4.

Permanent full-time day work.

Location:—Ashley Youth Centre, Deloraine.

Duties:—As part of the Operations Support Team, undertake a range of clerical and administrative functions, including: Client admissions and discharge procedures. Maintenance of client records and information systems in accordance with legal and departmental policies and procedures. Liaison with Centre staff and external service providers concerning client appointments and undertake and escort function as required. In consultation with Operation's Co-ordinator, co-ordinate the movement of, and provide supervision to, young people in custody attending programmes and other activities across the Centre. Provide high quality supervision, support and assistance for young people in custody consistent within legislative requirements, operating procedures and individual case management plans.

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, crimes involving dishonesty and serious Traffic Offences. Identification check and disciplinary action in previous employment check.

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

You are encouraged to apply online at www.jobs.tas.gov.au or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart, Tasmania 7001. Please do not send applications to the contact.

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HEALTH AND HUMAN SERVICES

SHARED SERVICES

Information Services

Senior Application Administrator (517534).

Applications Close:—Friday, 29 February 2008.

Salary:—\$54,291–\$59,721 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream Computer Systems Officer, Level 6-7 (CSO 2).

Permanent full-time day work.

Location:—Hobart.

Duties:—As part of the Applications Administration team, provide technical support in the day to day maintenance and administration of the Agency's IT applications. Undertake a liaison role to Agency staff by providing technical advice and supporting the resolution of more complex day to day problems.

Desirable Requirements:—Experience and skills in Application Administration including a demonstrated ability to support and administer multiple core enterprise applications that demands high availability across disperse geographic locations. Demonstrated experience and skills in all areas of Application Administration, including but not limited to application upgrade, test, and change management, issue identification, tracking, and resolution, backup and disaster recovery, monitoring and auditing and security management. Experience in data manipulation, including SQL skills and the design and production of reports using report-writing software such as Crystal Report Writer or SQL Reporting Services.

Enquiries to Glenn Lewis, Department of Health and Human Services, phone (03) 62145429, email glenn.lewis@dhhs.tas.gov.au.

You are encouraged to apply online at www.jobs.tas.gov.au or forward your hard copy application quoting the vacancy number to: Organisational Design and Recruitment, Human Resources, G.P.O. Box 215, Hobart 7001.

INFRASTRUCTURE, ENERGY AND RESOURCES

CORPORATE SERVICES DIVISION

Human Resources

Senior HR Consultant (371582).

Applications Close:—Friday, 29 February 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

Duties:—Lead and manage a small team of HR professionals focussed on the effective and efficient delivery of HR relationship management services to Divisions. Provide specialist, authoritative and consultative advice to senior management on complex human resource matters.

Desirable Requirements:—A relevant tertiary qualification in human resource management or related discipline. A current drivers' licence.

Enquiries to Janine Pearson, Manager Human Resources, Department of Infrastructure, Energy and Resources, phone (03) 6233 3369, email janine.pearson@dier.tas.gov.au.

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

To be considered for an interview an applicant must address the selection criteria that are contained in the Statement of Duties. A Job Kit and Statement of Duties may be obtained at www.jobs.tas.gov.au or by contacting Katherine Noonan on (03) 6233 2077 or hr@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

PRIVATE FORESTS TASMANIA

*Private Forests Tasmania, North/West***Regional Private Forester (164035).**

Applications Close:—Friday, 29 February 2008.

Salary:—\$71,331–\$76,763 per annum.

Professional Employees Award, Level 3.

Fixed-term full-time for 18 months.

Location:—Camdale.

Duties:—Pursue the Authority's mission of facilitating and expanding the development of the private forest resource in Tasmania in a manner which is consistent with sound forest land management practice.

Promote Private Forestry within the region by the administration and implementation of specific programmes, the education and motivation of forest owners, advising and assisting them to achieve good forest management and markets for their forest products. To maintain and expand local, national and international networks to further the knowledge base of private forestry. To continue to facilitate an effective and efficient private forest sector.

Supervise, support staff, monitor forests and forest operations on private property, and implement the relevant part of the Forest Practices Act.

Desirable Requirements:—Degree in Forestry or equivalent qualification together with at least 5 years practical post graduate experience of a professional nature.

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

Enquiries to Jeff Battersby, Finance and Admin Manager, Department of Infrastructure, Energy and Resources, phone (03) 6336 5298, email jeff.battersby@privateforests.tas.gov.au.

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

To be considered for an interview an applicant must address the selection criteria that are contained in the Statement of Duties. A Job Kit and Statement of Duties may be obtained at www.jobs.tas.gov.au or by contacting Katherine Noonan on (03) 6233 2077 or hr@dier.tas.gov.au.

JUSTICE

CROWN LAW

*Director of Public Prosecutions***Senior Law Clerk (356049).**

Applications Close:—Friday, 29 February 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Fixed-term full-time commencing as soon as possible for a 12 month period.

Location:—Hobart.

Duties:—Undertake a wide variety of clerical and administrative duties to support the management of indictable criminal matters, especially preliminary proceeding order matters, including liaising and consulting with courts, police and defence counsel; co-ordinating the briefing and attendance of witnesses; vetting, collating, filing and serving court documents; preparing reports; maintaining physical and electronic files; and managing exhibits.

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, crimes involving dishonesty and serious Traffic Offences. Identification check and disciplinary action in previous employment check.

Desirable Requirements:—Extensive knowledge of legal and court processes relating to criminal prosecutions and associated legislation, or the aptitude to quickly acquire such knowledge.

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

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

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

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

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

JUSTICE

FINES ENFORCEMENT

Administrative Assistant (355414).

Applications Close:—Friday, 29 February 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Fixed-term full-time commencing as soon as possible until 11 January 2009.

Location:—Hobart.

Duties:—Provide a wide range of administrative duties such as word processing and the maintenance of office equipment and supplies for the efficient and effective delivery of the services of Fines Enforcement.

Desirable Requirements:—Demonstrated experience in administration and organisational skills including the ability to manage filing systems, both hard copy and electronic.

Enquiries to Paul Cummins, Business Analyst, Fines Enforcement, Department of Justice, phone (03) 6233 2921, email paul.cummins@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Paul Cummins on (03) 6233 2921.

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

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

JUSTICE

RESOURCE PLANNING AND DEVELOPMENT COMMISSION

Planning Officer (355837).

Applications Close:—Friday, 29 February 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time.

Location:—Hobart.

Duties:—Provide advice and support to the Commission in the administration of its statutory planning functions. As an agent of the Commission, liaise, negotiate and provide advice to planning authorities in respect of draft planning schemes, planning scheme amendments and s43A permits.

Desirable Requirements:—Membership of the Planning Institute of Australia (PIA) or qualifications deemed acceptable for membership of PIA.

Enquiries to Kerry Boden, Co-ordinator Planning Services, Resource Planning and Development Commission, Department of Justice, phone (03) 6233 2841, email kerry.boden@justice.tas.gov.au

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Lindy Brown on (03) 6233 2795.

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

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

JUSTICE

WORKCOVER

Senior Research and Projects Officer (355800).

Applications Close:—Friday, 29 February 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time (part-time negotiable).

Location:—Rosny.

Duties:—Research, analyse and provide advice regarding policy options in relation to the operations of WorkCover Tasmania, including the areas of worker's rehabilitation and compensation and occupational health and safety. Prepare associated reports, proposal and recommendations for the Board. Manage and monitor long-term projects for WorkCover Tasmania.

Desirable Requirements:—High-level research, analysis and investigation skills with the proven ability to resolve complex issues, making sound and appropriate recommendations, together with the capacity to apply evaluation and review methodologies in the conduct of investigations and assessments. High-level organisation and project management skills with the proven ability to deliver quality project outputs within specified timeframes and budgets.

Enquiries to Ray Pickett, Manager Scheme Improvement, WorkCover, Department of Justice, phone (03) 6233 2655, email Ray.Pickett@justice.tas.gov.au.

Applications to Daphne Webb, Administrative Support

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Annie Backhouse on (03) 6233 7659.

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

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

POLICE AND EMERGENCY MANAGEMENT

CORPORATE SERVICES

*Communications and Information Technology Services***Senior Communications Technical Officer (002722).**

Applications Close:—Friday, 29 February 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Hobart.

Duties:—Installation, commissioning and maintenance of radio, telecommunications systems and other specialist electronic/electrical equipment, together with associated administrative, task co-ordination and project management functions.

Desirable Requirements:—Diploma in Electronic/Communication Engineering or other equivalent qualification together with suitable experience. Extensive experience in installation, testing and maintenance of relevant communication systems and other electronic equipment.

Project and Frontline management qualifications will be highly regarded.

May be required to obtain a certificate that his/her visual functioning is satisfactory for VDU work at the level required. A current driver's licence.

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

Enquiries to Mr Lawrence Fletcher, Technical Support Manager, Communication Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, 7001, phone (03) 6230 2362, fax (03) 6230 2300, email lawrence.fletcher@police.tas.gov.au.

Applications to Co-ordinator, Employment Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, 7001, phone (03) 6230 2266, fax (03) 6230 2119.

POLICE AND EMERGENCY MANAGEMENT

CORPORATE SERVICES

*Financial Management Services***Senior Budget Officer (002945).**

Applications Close:—Friday, 29 February 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

Duties:—To provide assistance to the Manager (Budget and Financial Systems) in the implementation and co-ordination of appropriate strategies to support efficient budget and financial management for the Department. Provide an advisory service to Departmental employees and managers on budgetary policies and practices. Undertake the preparation and monitoring of Departmental Budgets.

Desirable Requirements:—Successful completion of, or substantial progress towards, tertiary qualifications is highly desirable.

Enquiries to Mr Patrick Cummins, Manager, Budget and Financial Systems, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, 7001, phone (03) 6230 2843, fax (03) 6230 2875, email patrick.cummins@police.tas.gov.au.

Applications to Co-ordinator, Employment Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, TAS, 7001, phone (03) 6230 2266, fax (03) 6230 2119.

PREMIER AND CABINET

GOVERNMENT INFORMATION AND SERVICES DIVISION

*Service Tasmania Unit***Project Support and Administration Officer (001386).**

Applications Close:—Friday, 29 February 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Hobart.

Duties:—Provide assistance with the planning and implementation of projects within Service Tasmania. Provide high level administrative support for the Unit; including financial arrangements, records management and responding to enquiries from the public.

Enquiries to Kathy Baker, Business Development Manager, Department of Premier and Cabinet, phone (03) 6233 6167, email Kathy.Baker@dpac.tas.gov.au.

Applications to Darlene Svamvur, Executive Assistant, Department of Premier and Cabinet, G.P.O. Box 123 Hobart Tasmania 7001, phone (03) 6233 3738, fax (03) 6233 2769, email job.application@dpac.tas.gov.au.

PRIMARY INDUSTRIES AND WATER

CORPORATE SERVICES

*Corporate Information Technology***Computer Systems Officer (Infrastructure, CIT) (702757).**

Applications Close:—Friday, 29 February 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Computer Systems Officer, Level 3 (A and C Level 8).

Permanent full-time.

Location:—Hobart.

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

Applicants should note that while this position has been advertised as full-time, DPIW may be prepared to negotiate a part-time or job share arrangement with the successful applicant/s. Pro rata salary is based on the above full-time rates.

Duties:—Undertake a broad range of complex technical duties and high-level project management tasks in one of the operational areas in Corporate Information Technology (CIT).

Desirable Requirements:—Appropriate academic/professional qualifications at the tertiary level.

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

Enquiries to Michael Grubits, phone (03) 6233 3300, email michael.grubits@dpiw.tas.gov.au.

Applications to Manager, Human Resources Management, Department of Primary Industries and Water, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6233 3004, fax (03) 6233 2660, email jonathan.horne@dpiw.tas.gov.au.

PRIMARY INDUSTRIES AND WATER

PRIMARY INDUSTRIES

*Wild Fisheries***Principal Fisheries Management Officer (Recreational) (25727).**

Applications Close:—Friday, 29 February 2008.

Salary:—\$71,331–\$76,763 per annum.

Professional Employees Award, Level 3.

Permanent full-time.

Location:—Hobart.

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

Duties:—Lead the activities of the recreational section to develop and implement marine resource management plans and provide fisheries policy and strategy advice to the Manager (Wild Fisheries Management) and senior management of the Department for the sustainable management of marine resources adjacent to Tasmania.

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

Appropriate Course of Study:—For the purpose of the previous section, an appropriate course of study is a Degree in Biological Science or an equivalent qualification from a recognised tertiary institution.

Desirable Requirements:—Six to eight years experience involving fisheries management or assessment or equivalent experience. A current motor vehicle drivers licence.

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

Enquiries to Katrina Edwards, phone (03) 6233 6061, email katrina.edwards@dpiw.tas.gov.au.

Applications to Katrina Edwards, Administrative Officer, Marine Resources, Department of Primary Industries and Water, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6233 6061, fax (03) 6223 1539, email katrina.edwards@dpiw.tas.gov.au.

PRIMARY INDUSTRIES AND WATER

STRATEGIC POLICY

*Policy***FOI Co-ordinator/Policy Analyst (702755).**

Applications Close:—Friday, 29 February 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

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

Duties:—To co-ordinate the Department's Freedom of Information Programme and address a range of cross Divisional and/or whole of Government policy issues identified as being of strategic importance to the Department and to the Government.

Desirable Requirements:—An appropriate tertiary qualification with relevant legal and/or policy development experience. A current motor vehicle drivers licence.

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

Enquiries to Leanne Spotswood, phone (03) 6233 4031, email leanne.spotswood@dpiw.tas.gov.au.

Applications to Manager, Human Resources Management Branch, Department of Primary Industries and Water, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6233 3004, fax (03) 6233 2660, email jonathan.horne@dpiw.tas.gov.au.

PRIMARY INDUSTRIES AND WATER

STRATEGIC POLICY

*Policy***Policy Analyst (701152).**

Applications Close:—Friday, 29 February 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

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

Duties:—To address a range of cross Divisional and/or whole of Government policy issues identified as being of strategic importance to the Department and to the Government.

Desirable Requirements:—An appropriate tertiary qualification. A current motor vehicle drivers licence.

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

Enquiries to Leanne Spotswood, phone (03) 6233 4031, email leanne.spotswood@dpiw.tas.gov.au.

Applications to Manager, Human Resources Management Branch, Department of Primary Industries and Water, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6233 3004, fax (03) 6233 2660, email jonathan.horne@dpiw.tas.gov.au.

TAFE TASMANIA

DELIVERY TEAMS

Team Leader (Natural Resources and Forestry, North) (330136).

Applications Close:—Friday, 29 February 2008.

Salary:—\$73,787 per annum.

TAFE Teachers Award, Head of Department 1 (Team Leader).

Permanent full-time.

Location:—North.

An increased salary of \$7,735 may be negotiated in lieu of additional recreation leave entitlements available for the position.

Duties:—To facilitate the delivery of educational and training service programmes offered by TAFE Tasmania, motivate and lead teaching teams and participate as a member of the management team.

Required to manage, contribute to, and participate in the development and delivery of a range of general and specific innovative training programmes and services whilst undertaking management functions involving staff, resource allocation, monitoring, planning and student administration within a framework defined by the commercial objectives of TAFE Tasmania and with the demands of industry. This team covers training in Horticulture, Viticulture, Agriculture, Forestry and associated areas.

This position requires a dynamic individual who can not only work as a member of a diverse team, but also provide educational leadership and has the ability to implement business improvement processes.

Desirable Requirements:—Relevant vocational qualifications, ie an appropriate tertiary qualification and/or industry/ professional experience relevant to the position. A teaching qualification and/or a qualification in education administration or general management. Certificate IV in Training and Assessment, or Certificate IV in Assessment and Workplace Training, or equivalent.

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

Enquiries to Peter Sawdon, Campus Leader, Alanvale, TAFE Tasmania, phone (03) 6336 2713, email Peter.Sawdon@tafe.tas.edu.au.

Applications to Human Resources Branch (Recruitment), TAFE Tasmania, G.P.O. Box 1625, Hobart 7001, phone (03) 6233 4637, fax (03) 6231 2254, email HRRecruitment@tafe.tas.edu.au.

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

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

If no acknowledgement or system generated response is received contact should be made with the Human Resources Branch on (03) 6233 4637.

TAFE TASMANIA

DELIVERY TEAMS

*Health, Aged and Enrolled Nursing Services***Administrative Assistant (331143).**

Applications Close:—Friday, 29 February 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—North.

Duties:—Experienced clerical level involved in maintenance of TAFE Tasmania's processes and/or maintenance of databases, and/or provision of a client focussed reception service.

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

Enquiries to Fiona Ison, A/Team Leader, Health Aged and Enrolled Nursing Services, TAFE Tasmania, phone (03) 6336 4340, email Fiona.Ison@tafe.tas.edu.au.

Applications to Human Resources Branch (Recruitment), TAFE Tasmania, G.P.O. Box 1625, Hobart 7001, phone (03) 6233 4637, fax (03) 6231 2254, email HRRRecruitment@tafe.tas.edu.au.

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

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

If no acknowledgement or system generated response is received contact should be made with the Human Resources Branch on (03) 6233 4637.

TAFE TASMANIA

CAMPUS DEVELOPMENT

*Aboriginal Training Programmes***Teacher Aide (RE-ADVERTISED) (331565).**

Applications Close:—Friday, 29 February 2008.

Salary:—\$38,927–\$42,233 pro rata.

Administrative and Clerical Employees Award, Level 3.

Fixed-term part-time (0.33 FTE, 24 hours per fortnight) as soon as possible until 19/12/08.

Location:—Hobart.

Duties:—Provide assistance to the teacher by assisting with the management and learning of students.

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

Desirable Requirements:—Certificate II or III in Education – Teacher Aide.

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

Aboriginal people are encouraged to apply for this position.

Enquiries to Paul Mabb, Aboriginal VET Officer, TAFE Tasmania, phone (03) 6233 8489, email Paul.Mabb@tafe.tas.edu.au.

Applications to Human Resources Branch (Recruitment), TAFE Tasmania, G.P.O. Box 1625, Hobart 7001, phone (03) 6233 4637, fax (03) 6231 2254, email HRRecruitment@tafe.tas.edu.au.

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

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

If no acknowledgement or system generated response is received contact should be made with the Human Resources Branch on (03) 6233 4637.

Senior Executives Direct Selections.

TOURISM, ARTS AND THE ENVIRONMENT

ARTS TASMANIA

*Arts@work***Administrative Assistant (706187).**

Applications Close:—Friday, 29 February 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—North Hobart.

Duties:—To facilitate the day-to-day running of the arts@work office including reception duties, account processing and web-site updating. Provide administrative support to the Manager and staff of arts@work in the development and management of projects aimed at fulfilling arts@work's strategic goals.

Desirable Requirements:—To successfully perform the duties of this position it is desirable that you have experience in working in an office environment and a current driver's licence.

Enquiries to Fiona Barber, Manager, arts@work for a copy of the Statement of Duties or for further information about the position phone (03) 6233 5939, email Fiona.Barber@artsatwork.com.au.

Applications to address the selection criteria outlined in the Statement of Duties, quote position number and be addressed to Melissa Chan, Human Resources, Department of Tourism, Arts and the Environment, G.P.O. Box 771, Hobart, 7001, phone (03) 6233 3873, fax (03) 6233 5907, email applications@dtae.tas.gov.au.

TOURISM, ARTS AND THE ENVIRONMENT

ENVIRONMENT

*Regulation and Operations***Environmental Officer (Assessments) (334710).**

Applications Close:—Friday, 29 February 2008.

Salary:—\$40,547–\$59,573 per annum.

Professional Employees Award, Level 1.

Permanent full-time.

Location:—Hobart.

Duties:—As a professional practitioner, undertake the assessment and/or ongoing management of environmentally relevant activities according to the objectives, principles and requirements of the Environmental Management and Pollution Control Act 1994 and other relevant legislation and policies.

Essential Requirements:—It is essential that you have a degree in Science, Engineering or Environmental Studies or an

equivalent qualification from a recognised tertiary institution.

Desirable Requirements:—To successfully perform the duties of this position it is desirable that you have a current motor vehicle driver's licence.

Enquiries to Darryl Cook, Section Head, phone (03) 6233 2105, email Darryl.Cook@environment.tas.gov.au. For a copy of the Statement of Duties please contact, Astrid Sturing, phone (03) 6233 6511, email Astrid.Sturing@environment.tas.gov.au.

Applications to address the selection criteria outlined in the Statement of Duties, quote position number and be addressed to Carmel Keogh, Human Resources, Department of Tourism, Arts and the Environment, G.P.O. Box 771, Hobart, 7001, phone (03) 6233 5914, fax (03) 6233 5907, email applications@dtae.tas.gov.au.

TOURISM, ARTS AND THE ENVIRONMENT

OFFICE OF THE SECRETARY

Manager Community Engagement Group (706160).

Applications Close:—Friday, 29 February 2008.

Salary:—\$85,813 per annum.

Administrative and Clerical Employees Award, Level 12.

Permanent full-time.

Location:—Hobart.

Duties:—Provide high level advice, initiative and judgement to the Secretary and Director Office of the Secretary on a broad range of whole-of-government and whole-of-agency issues.

Lead the Department's Community Engagement Group (CEG) in the provision of innovative and strategic policy evaluation, advice and implementation, strategic planning, project management, and co-ordination of whole-of-agency processes.

Manage the human, physical and financial resources of the CEG.

Desirable Requirements:—To successfully perform the duties of this position it is desirable that you have relevant tertiary qualifications or equivalent work experience and demonstrated experience in positions related to policy, project management, advice and research related to Government or Commercial sectors.

Enquiries to Bobbie O'Brien, Project Officer for a copy of the Statement of Duties or for further information about the position phone (03) 6233 5581, email Bobbie.Obrien@dtae.tas.gov.au.

Applications to address the selection criteria outlined in the Statement of Duties, quote position number and be addressed to Dianne Hodgson, Human Resources, Department of Tourism, Arts and the Environment, G.P.O. Box 771, Hobart, TAS, 7001, phone (03) 6233 5915, fax (03) 6233 5907, email applications@dtae.tas.gov.au.

TOURISM, ARTS AND THE ENVIRONMENT

OFFICE OF THE SECRETARY

Project Officer (706196).

Applications Close:—Friday, 29 February 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time.

Location:—Hobart.

Duties:—To provide administrative and project support to the Community Engagement Group (CEG) to ensure the efficient operation of its activities.

Enquiries to Kristy Robinson, Receptionist Admin Assistant

for a copy of the Statement of Duties or for further information about the position phone (03) 6233 5512, email Kristy.Robinson@dtae.tas.gov.au.

Applications to address the selection criteria outlined in the Statement of Duties, quote position number and be addressed to Dianne Hodgson, Human Resources, Department of Tourism, Arts and the Environment, G.P.O. Box 771, Hobart, TAS, 7001, phone (03) 6233 5915, fax (03) 6233 5907, email applications@dtae.tas.gov.au.

TOURISM, ARTS AND THE ENVIRONMENT

PARKS AND WILDLIFE SERVICE

Operations and Performance

Fire Management Officer (706202).

Applications Close:—Friday, 29 February 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Ulverstone.

Duties:—Provide specialist advice and support to Department staff and other stakeholders engaged in the fire management programme. Carry out fire management and suppression activities.

Desirable Requirements:—To successfully perform the duties of this position it is desirable that you have a current motor vehicle drivers licence, Class C or equivalent, an ability to pass the PWS fire-fighter fitness assessment at the 'Moderate' level, current Workplace Level 2 First Aid Certificate and a degree in a relevant natural science or an equivalent qualification from a recognised tertiary institution.

Enquiries to Alex Simpson, Regional Manager, Northwest Region, phone (03) 6429 8719, email Alex.Simpson@parks.tas.gov.au. For a copy of the Statement of Duties please contact, Jillian Geoghegan, phone (03) 6429 8719, email Jillian.Geoghegan@parks.tas.gov.au.

Applications to address the selection criteria outlined in the Statement of Duties, quote position number and be addressed to Carmel Keogh, Human Resources, Department of Tourism, Arts and the Environment, G.P.O. Box 771, Hobart, 7001, phone (03) 6233 5914, fax (03) 6233 5907, email applications@dtae.tas.gov.au.

TOURISM, ARTS AND THE ENVIRONMENT

PARKS AND WILDLIFE SERVICE

Operations and Performance

Regional Asset Co-ordinator (705650, 705649, 705648 and 706206).

Applications Close:—Friday, 29 February 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Fixed-term, full-time for 2 years (3 positions). Fixed-term, full-time Hobart for 6 months (1 position).

Location:—Ulverstone, Launceston Glenorchy.

Duties:—Co-ordinate and lead within the Regions, the implementation of state-wide asset management processes and systems in accordance with legal and organisational requirements.

Desirable Requirements:—To successfully perform the duties of this position it is desirable that you have qualifications in a building or asset management related field and/or accreditation in the building or project management streams under the Tasmanian Building Act 2000 and a current motor vehicle driver's licence.

Enquiries to Brian Campbell, Senior Asset Management Co-ordinator, phone (03) 6233 5302, email Brian.Campbell@parks.tas.gov.au. For a copy of the Statement of Duties please

contact, Roger Ling, phone (03) 6233 3199, email Roger.Ling@parks.tas.gov.au.

Applications to address the selection criteria outlined in the Statement of Duties, quote position number and be addressed to Melissa Chan, Human Resources, Department of Tourism, Arts and the Environment, G.P.O. Box 771, Hobart, 7001, phone (03) 6233 3873, fax (03) 6233 5907, email applications@dtae.tas.gov.au.

TOURISM, ARTS AND THE ENVIRONMENT

PARKS AND WILDLIFE SERVICE

Strategy and Sustainable Use

Education and Interpretation

Marine Reserves Interpretation and Education Officer (706201).

Applications Close:—Friday, 29 February 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Fixed-term full-time for 9 months or part-time (0.8 or 0.6 FTE) for up to 15 months.

Location:—Hobart.

Duties:—Develop a maritime users' guide for Port Davey/Bathurst Harbour and implement and review interpretation and education priorities for marine reserves conservation.

Desirable Requirements:—To successfully perform the duties of this position it is desirable that you have a current motor vehicle driver's licence and a current Workplace Level 2 First Aid certificate or equivalent. A Tertiary degree or equivalent in a related discipline would also be an advantage.

Enquiries to Peter Grant, Manager Interpretation and Education, phone (03) 6233 2665, email Peter.Grant@parks.tas.gov.au. For a copy of the Statement of Duties please contact, Sylvia Outridge, phone (03) 6233 6285, email Sylvia.Outridge@parks.tas.gov.au.

Applications to address the selection criteria outlined in the Statement of Duties, quote position number and be addressed to Melissa Chan, Human Resources, Department of Tourism, Arts and the Environment, G.P.O. Box 771, Hobart, 7001, phone (03) 6233 3873, fax (03) 6233 5907, email applications@dtae.tas.gov.au.

TOURISM, ARTS AND THE ENVIRONMENT

TOURISM TASMANIA

Project Officer (2 positions) (705918 and 705995).

Applications Close:—Friday, 29 February 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time.

Location:—Hobart.

Tourism Tasmania is recruiting suitable candidates to fulfill the positions of Project Officers. Two positions are available now, and further opportunities are likely within the next six months. Project Officers may be subject to rotation throughout the organisation's business units.

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

Enquiries to Penny Sale, Manager Stakeholder Communications and Public Affairs, phone (03) 6230 8244, email Penny.Sale@tourism.tas.gov.au. For a copy of the Statement of Duties please contact, Nicole Piggott, phone (03) 6230 8225, email Nicole.Piggott@tourism.tas.gov.au.

Applications to address the selection criteria outlined in the Statement of Duties, quote position number and be addressed to Viki Loring, Human Resources, Department of Tourism, Arts and the Environment, G.P.O. Box 771, Hobart, 7001, phone (03) 6233 3903, fax (03) 6233 5907, email applications@dtae.tas.gov.au.

TOURISM, ARTS AND THE ENVIRONMENT

TOURISM TASMANIA

Distribution

Travel Service Centre

Travel Consultant (Generic).

Applications Close:—Friday, 29 February 2008.

Salary:—\$30,788–\$42,233 per annum.

Tourism Tasmania Staff Award, Travel Consultant, Level 1/2.

Permanent full-time.

Location:—Launceston.

Duties:—To deliver effective customer service and achieve sales results across a range of customer contact channels.

Desirable Requirements:—Previous experience in an inbound/outbound call centre environment would be well regarded.

Enquiries to Tracey Clark, Management Support Officer, phone (03) 6336 3183, email Tracey.Clark@tourism.tas.gov.au. For a copy of the Statement of Duties please contact, Jill Pasinski, phone (03) 6336 3232, email Jill.Pasinski@tourism.tas.gov.au.

Applications to address the selection criteria outlined in the Statement of Duties, quote position number and be addressed to Viki Loring, Human Resources, Department of Tourism, Arts and the Environment, G.P.O. Box 771, Hobart, 7001, phone (03) 6233 3903, fax (03) 6233 5907, email applications@dtae.tas.gov.au.

TOURISM, ARTS AND THE ENVIRONMENT

TOURISM TASMANIA

Marketing and Commercial Operations

Co-ordinator Regional and Co-operative Marketing (705953).

Applications Close:—Friday, 29 February 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

Duties:—Facilitate, identify and develop tourism opportunities that build on the Tourism Tasmania Corporate Plan and provide a consultative service to senior management in implementing the Plan. As a key member of the National Markets and Creative Services team, contribute to the development of brand awareness and appeal for Tasmania as a holiday destination with particular emphasis on the strategic development and implementation of regional and cooperative marketing.

Desirable Requirements:—To successfully perform the duties of this position it is desirable that you have a relevant tertiary qualification or proven management experience and achievement in a similar senior role.

Enquiries to Maria Pate, Head of National Markets and Creative Services, phone (03) 6230 8207, email Maria.Pate@tourism.tas.gov.au. For a copy of the Statement of Duties please contact, Jessica Drake, phone (03) 6230 8159, email Jessica.Drake@tourism.tas.gov.au.

Applications to address the selection criteria outlined in the Statement of Duties, quote position number and be addressed to Viki Loring, Human Resources, Department of Tourism, Arts and the Environment, G.P.O. Box 771, Hobart, 7001, phone (03) 6233 3903, fax (03) 6233 5907, email applications@dtae.tas.gov.au.

TOURISM, ARTS AND THE ENVIRONMENT

TOURISM TASMANIA

*Organisational Development and Strategy***Co-ordinator Market Analysis (Readvertised) (705928).**

Applications Close:—Friday, 29 February 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

Duties:—Facilitate, identify and develop tourism opportunities that build on the Tourism Tasmania Corporate Plan and provide a consultative service to senior management in implementing the Plan.

Support the business activities of Tourism Tasmania through the provision of strategic intelligence on consumer market activity generally with emphasis on the performance of its programmes and activities including the evaluation of specific marketing, distribution and online initiatives.

Desirable Requirements:—To successfully perform the duties of this position it is desirable that you have a relevant tertiary qualification or proven management experience and achievement in a similar senior role.

Enquiries to Mark Poll, Manager Consumer Research for a copy of the Statement of Duties or for further information about the position phone (03) 6230 8231, email Mark.Poll@tourism.tas.gov.au.

Applications to address the selection criteria outlined in the Statement of Duties, quote position number and be addressed to Viki Loring, Human Resources, Department of Tourism, Arts and the Environment, G.P.O. Box 771, Hobart, 7001, phone (03) 6233 3903, fax (03) 6233 5907, email applications@dtac.tas.gov.au.

TOURISM, ARTS AND THE ENVIRONMENT

TOURISM TASMANIA

*Organisational Development and Strategy***Co-ordinator Organisational Development and Strategy (705924).**

Applications Close:—Friday, 29 February 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

Duties:—As a member of the Organisational Development team, contribute to strategic organisational development and business planning and performance management systems, including the management of projects and the provision of budget management, risk management and occupational health and safety support.

Desirable Requirements:—To successfully perform the duties of this position it is desirable that you have a relevant tertiary qualification or proven management experience and achievement in a similar senior role.

Enquiries to Fae Robinson, Head of Organisational Development for a copy of the Statement of Duties or for further information about the position phone (03) 6230 8132, email Fae.Robinson@tourism.tas.gov.au.

Applications to address the selection criteria outlined in the Statement of Duties, quote position number and be addressed to Viki Loring, Human Resources, Department of Tourism, Arts and the Environment, G.P.O. Box 771, Hobart, 7001, phone (03) 6233 3903, fax (03) 6233 5907, email applications@dtac.tas.gov.au.

Staff Movements

Resignation of Permanent Employees

<i>Agency</i>	<i>Position No. and Title</i>	<i>Occupant's Name</i>	<i>Date Effective</i>
Education	962900 Speech Pathologist	S. Beckett	24.01.08
Education	300233 School Executive Officer	K. Kay	31.01.08
Education	963250 Project Manager	T. Gourlay	18.01.08
Health & Human Services	516244 Registered Nurse	M. Ward	04.02.08
Health & Human Services	505514 Community Podiatrist	S. Lennox	08.02.08
Health & Human Services	510117 Support Services Officer	L. Maguire	04.02.08
Health & Human Services	508388 Clinical Nurse Educator	M. Greenwood	31.12.07
Health & Human Services	502435 Registered Nurse	J. A. Rickard	28.01.08
Health & Human Services	506435 Clinical Psychologist	M. Morgan	11.02.08
Health & Human Services	515592 Social Worker	K. Quinn	01.02.08
Health & Human Services	501171 Cleaner	K. R. Collins	08.02.08
Infrastructure, Energy & Resources	371636 Manager Project Liaison	K. Wheeler	24.01.08
Infrastructure, Energy & Resources	371653 Graduate Research Officer	J. Felix	05.02.08
Justice	355847 Planning Advisor	M. Lindus	08.02.08
Justice	355910 Cleaner	K. Gillie	25.01.08
Police & Emergency Management	002441 Clerk (part-time)	S. Dillon	07.02.08
Treasury & Finance	723985 Senior Analyst	N. Merse	14.02.08
Treasury & Finance	723433 Manager	F. Elliott	12.02.08
Treasury & Finance	722463 Financial Analyst	K. McKinlay	31.01.08
Treasury & Finance	723875 Senior Executive Officer	S. Ronald	15.02.08

Permanent Appointments

<i>Agency</i>	<i>Position Number and Position Title</i>	<i>Occupant's Name</i>	<i>Probation Period</i>	<i>Date of Appointment</i>
Education	300233 School Executive Officer	L. Lovell	6 months	30.01.08
Education	200295 Teacher	S. Koshin	12 months	11.02.08
Education	200294 Teacher	B. Pascoe	12 months	11.02.08
Education	200377 Teacher	R. Cotton	6 months	11.02.08
Education	200287 Teacher	M. Butterwood	6 months	11.02.08
Education	961164 Teacher	B. Dalton	6 months	11.02.08
Education	952783 Canteen Supervisor	L. Aherne	6 months	13.02.08
Education	961684 Senior IT Consultant	S. Pettman	6 months	14.01.08
Education	953441 School Attendant	S. Purdon	6 months	30.01.08
Education	953359 School Attendant	K. Cruse	6 months	21.01.08
Education	650712 Maintenance Officer	A. Hallett	6 months	16.01.08
Education	300001 School Attendant	T. Radford	6 months	30.01.08
Education	955916 School Attendant	L. Horrack	6 months	30.01.08
Education	952166 School Library Technician	P. Purton	6 months	13.02.08
Education	960325 Teacher	A. Movric	6 months	11.02.08
Education	958208 Teacher	J. Andrews	6 months	12.02.08
Education	204497 Advanced Skills Teacher	P. Wells	6 months	12.02.08
Education	962761 Pathway Planning Officer	T. Marsden	6 months	01.02.08
Education	203787 Teacher	K. Airey	6 months	11.02.08
Health & Human Services	509559 Registered Nurse Level 1	J. Foster	6 months	11.02.08
Health & Human Services	517459 Physiotherapist	K. Myslinski	6 months	06.02.08
Health & Human Services	503649 Patient Services Officer	T. Saunders-Battersby	6 months	11.02.08
Health & Human Services	503648 Patient Services Officer	O. Carney	6 months	11.02.08
Health & Human Services	503653 Patient Services Officer	M. Manion	6 months	11.02.08
Health & Human Services	511481 Personal Care Assistant	J. El-Said	6 months	06.02.08
Health & Human Services	517224 Business Support Officer	S. Sims	6 months	15.01.08
Health & Human Services	510907 Ambulance Officer	L. Young	6 months	25.02.08
Justice	356004 Prison Rostering and Administration Clerk	J. Jenkin	Six months	12.02.08
Justice	355611 Probation Officer	T Bell	Six months	07.02.08
Police & Emergency Management	002777 Data Systems Officer	L Topfer	6 months	25.01.08
Primary Industries & Water	702633 Client Service Officer	M. Grubb	6 months	04.02.08
Primary Industries & Water	701365 Policy Analyst	D. Phillips	6 months	11.02.08
Tourism, Arts & the Environment	330878 Field Officer	M. Triffitt	6 months	16.01.08
Tourism, Arts & the Environment	706118 Administrative Support Officer	N. Norman	6 months	03.02.08
Tourism, Arts & the Environment	706091 Heritage Advisor	D. Pacaud	6 Months	25.02.08
Tourism, Arts & the Environment	700045 Heritage Advisor	D. MacDonald	Nil	29.01.08
Tourism, Arts & the Environment	701060 Senior Environmental Officer	S. Richards	N/A	03.01.08
Tourism, Arts & the Environment	702126 Environmental Officer	J. Rapkins	N/A	03.01.08

Retirement of Permanent Employees

<i>Agency</i>	<i>Position No. and Title</i>	<i>Occupant's Name</i>	<i>Date Effective</i>
Education	200633 Advanced Skills Teacher	J. Dicker	21.12.07
Education	E201264 Advanced Skills Teacher	G. Carey	13.02.08
Education	204968 Teacher	S. Kremer	08.02.08
Health & Human Services	500936 Child and Family Health Nurse	M. Byard	01.02.08
Primary Industries & Water	000164 Business Manager	B. Wilkinson	29.02.08

Promotion of Permanent Employees

<i>Agency</i>	<i>Position No. and Title</i>	<i>Occupants Name</i>	<i>New Agency</i>	<i>New Position No and New Title</i>	<i>Date of Movement</i>
Education	201950 Advanced Skills Teacher	K. Slater	Education	203061 Principal	14.01.08
Education	960032 Teacher	J. Pike	Education	203629 Advanced Skills Teacher	20.12.07
Education	203648 Teacher	L. Taylor	Education	952887 Advanced Skills Teacher	11.02.08
Education	961308 Librarian	H. Jones	Education	960928 Senior Librarian	21.01.08
Education	962448 IT Consultant	G. Farquhar	Education	962182 Senior IT Consultant Application Administration	23.01.08
Education	590088 Records Officer	S. Johnson	Education	423028 Team Leader Records Services	31.01.08
Education	201522 Assistant Principal	A. Grant	Education	204569 Principal	14.01.08
Education	963302 Manager Capital Planning and Development	C. Parker	Education	953302 Manager Capital Planning and Development	28.01.08
Education	953589 Teacher Aide General	M. Duro	Education	954366 College Administrative Support Officer	14.01.08
Health & Human Services	502287 Registered Nurse	E. Summers	Health & Human Services	502293 Clinical Nurse Consultant	12.02.08
Health & Human Services	515053 Specialist Radiographer	R Manning	Health & Human Services	510162 Senior Specialist Radiographer-Ultrasonographer	04.02.08
Health & Human Services	511396 Customer Service Officer	C. Fitzmaurice	Health & Human Services	516011 Senior Customer Service Officer	01.02.08
Premier & Cabinet	001136 Team Leader - Executive Support	J. Cullen	Premier & Cabinet	001312 Executive Officer	11.02.08
Primary Industries & Water	702416 Graduate Policy Officer	M. Bennett	Primary Industries & Water	702689 Consultant (Organisational Development)	04.02.08
Tourism, Arts & the Environment	706002 Laboratory Technical Officer	G. Naphali	Tourism, Arts & the Environment	706117 Senior Technical Officer - Inorganic	07.02.08
Tourism, Arts & the Environment	705995 Project Officer	N. Tomlin	Tourism, Arts & the Environment	705926 Co-ordinator Survey Management	05.02.08

Appointment of Officers

<i>Agency</i>	<i>Position Number and Position Title</i>	<i>Occupant's Name</i>	<i>Date of Appointment</i>	<i>Duration</i>
Tourism, Arts & the Environment	705903 Group Manager Destination Marketing	C. Griffin	12.02.08	5 year term

Fixed-term Appointments of Greater than 12 Months

<i>Agency</i>	<i>Position No. and Title</i>	<i>Occupant's Name</i>	<i>Probation Period</i>	<i>Duration</i>
Tourism, Arts & the Environment	706150 Litter Officer	G. Cowen	16 weeks	2 years

Transfer of Permanent Employees

<i>Agency</i>	<i>Position No. and Title</i>	<i>Occupants Name</i>	<i>New Agency</i>	<i>New Position No. and New Title</i>	<i>Date of Movement</i>
Tourism, Arts & the Environment	671113 Promotion Production Executive	A. Rolph	Tourism, Arts & the Environment	705917 Project Officer Image Library	02.07.07

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