



TASMANIAN STATE SERVICE NOTICES

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CONTENTS

VACANCIES—	
Economic Development and Tourism	326
Education.....	326
Environment, Parks, Heritage and the Arts	330
Health and Human Services	331
Infrastructure, Resources, Planning and Workplace Relations	343
Justice.....	345
Port Arthur Historic Site Management Authority	346
Premier and Cabinet.....	346
Primary Industries and Water.....	346
TAFE	348
Tasmanian Audit Office	349
The Public Trustee.....	349
Treasury and Finance	350
STAFF MOVEMENTS—	
Appointments	352-353
Promotions.....	354-355
Resignations	351
Retirements.....	353
Transfers	355

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.

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 AND TOURISM

FOOD, MANUFACTURING AND ICT

Procurement Consultant—Industry Capability Network (424296).

Applications Close:—Friday, 14 March 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Launceston.

Duties:—ICNTAS (www.icntas.org.au) performs a technical role providing purchasers with a free sourcing service to identify Australian/NZ manufacturers capable of supplying those items that would otherwise be imported.

Deliver sustainable economic benefits through identifying opportunities for Tasmanian Industry participation in major project developments throughout Australia and New Zealand.

Contribute to the management of strategic projects and provide specialist advice on procurement related issues to Government and Industry. Contribute to the development of the Agency's industry development policies and plans.

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

Enquiries to Sarah Phipps for a copy of the Statement of Duties on (03) 6233 5757 or email Sarah.Phipps@development.tas.gov.au. For further information about the position please contact Keith Wheatland, Manager ICNTAS, phone (03) 6233 5878, email Keith.Wheatland@development.tas.gov.au.

Applications to Human Resources, Department of Economic Development and Tourism, G.P.O. Box 646 HOBART TAS 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

Finance, Facilities and Business Strategy

Finance and Resource Services

Finance and Procurement Services

Senior Executive Officer Financial Accounting (962849).

Applications Close:—Friday, 14 March 2008.

Salary:—\$71,326–\$73,143 per annum.

Administrative and Clerical Employees Award, Level 9.

Fixed-term full-time from 2 April 2008 to 15 May 2009.

Location:—Hobart.

Description of the Role:—Co-ordinate the provision of high level, efficient, effective and client focussed financial accounting services including compliance with taxation and other statutory requirements. Assist the Manager Finance and Procurement Services in the implementation and co-ordination of appropriate strategies to support efficient financial management and operations for the Department. Provide an advisory service to departmental managers on accounting policies, legislative requirements and standards.

Desirable Requirements:—Eligible for membership of CPA Australia with CPA Status or equivalent qualifications.

Applicants should forward an Application for Employment Form 201 with a statement addressing the selection criteria and 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 Andrew Wright, Department of Education, phone (03) 6233 7441, email andrew.wright@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, 116 Bathurst Street, Hobart, 7001, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

EDUCATION

CORPORATE SERVICES

*Information and Technology Services***Network Support Officer (S—963528, 963529, 963530, 963531, 963532, 963533, 963534, 963535 S-E—963536, 963537, 963538, 963539, 963540, 963541).**

Applications Close:—Friday, 14 March 2008.

Salary:—\$34,648–\$37,378 per annum.

Administrative and Clerical Employees Award, Level 2.

Permanent full-time.

Location:—Learning Services (South) 8 Vacancies and Learning Services (South-East) 6 vacancies.

Description of the Role:—General administrative and support tasks and duties for a school or college network including troubleshooting, hardware support and software management. Undertake associated clerical/administrative functions.

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:—Certificate III or IV in Information Technology. Department of Education Network Support Accreditation. A current driver's licence.

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, Hobart, 7000, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

EDUCATION

CORPORATE SERVICES

Information and Technology Services

Network Support Officer (North—963542, 963543, 963544, 963545 and 963546).

Applications Close:—Friday, 14 March 2008.

Salary:—\$34,648–\$37,378 per annum.

Administrative and Clerical Employees Award, Level 2.

Permanent full-time.

Location:—Learning Services (North) 5 Vacancies.

Description of the Role:—General administrative and support tasks and duties for a school or college network including troubleshooting, hardware support and software management. Undertake associated clerical/administrative functions.

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:—Certificate III or IV in Information Technology. Department of Education Network Support Accreditation. A current driver's licence.

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, Hobart, 7000, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

EDUCATION

CORPORATE SERVICES

Information and Technology Services

Network Support Officer (North-West—963547, 963548, 963549, 963550, 963551, 963553 and 963554).

Applications Close:—Friday, 14 March 2008.

Salary:—\$34,648–\$37,378 per annum.

Administrative and Clerical Employees Award, Level 2.

Permanent full-time.

Location:—Learning Services (North-West) 7 Vacancies.

Description of the Role:—General administrative and support tasks and duties for a school or college network including troubleshooting, hardware support and software management. Undertake associated clerical/administrative functions.

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:—Certificate III or IV in Information Technology. Department of Education Network Support Accreditation. A current driver's licence.

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, Hobart, 7000, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

EDUCATION
LEARNING SERVICES
Learning Services (North)

Administrative Officer (963382).

Applications Close:—Friday, 14 March 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Learning Services (North), Launceston.

Description of the Role:—Provide high level clerical and administrative support to relevant Learning Services Management Team and other team members. Contribute to the efficient operation of relevant Learning Services including the provision of high level customer 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 201 with a statement addressing the selection criteria and 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 Jenny Breen, Department of Education, phone (03) 6336 2594, email jennifer.breen@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, 116 Bathurst Street, Hobart, 7001, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

EDUCATION
LEARNING SERVICES
Learning Services (North)
Launceston College

Network Controller (961826).

Applications Close:—Friday, 14 March 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Permanent full-time.

Location:—Launceston College.

Description of the Role:—Oversight and support the operation and development of the school or college's computer network. Plan and implement troubleshooting, hardware support and software management strategies.

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:—Post secondary studies in computing. Department of Education IT 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 Troy Burnell, Department of Education, phone (03) 6332 7849, email troy.burnell@education.tas.gov.au.

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

EDUCATION
LEARNING SERVICES
Learning Services (North-West)

Social Worker (300634).

Applications Close:—Friday, 14 March 2008.

Salary:—\$43,212–\$69,146 per annum.

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

Permanent full-time from 16 June 2008.

Location:—West Coast.

Description of the Role:—Work in schools as a member of a multi-disciplinary Learning Service Support Team to provide a social work service which supports students and families. Contribute to capacity building of school communities to improve access, participation and achievement of students.

Essential Requirements:—A degree in Social Work from a University, Institute of Technology or College of Advanced Education or an equivalent award from a recognised overseas 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.

Desirable Requirements:—A current driver's licence. Eligibility for membership of the Australian Association of Social Workers.

Applicants should forward an Application for Employment Form 201 with a statement addressing the selection criteria and 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 Maryanne Ryan, Department of Education, mobile 0400 513 079, email maryanne.ryan@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, 116 Bathurst Street, Hobart, 7001, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

EDUCATION
LEARNING SERVICES
Learning Services (South)
Hobart College

Clerk (953805).

Applications Close:—Friday, 14 March 2008.
Salary:—\$34,648–\$37,378 per annum.
Administrative and Clerical Employees Award, Level 2.
Permanent full-time.
Location:—Hobart College.

Description of the Role:—Under direction carry out routine clerical and keyboard support duties as required.

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 Sue Fisher, Department of Education, phone (03) 6220 3420, email sue.fisher@education.tas.gov.au.

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

EDUCATION
LIBRARY AND INFORMATION SERVICES
State Library of Tasmania
Public Library Services A
Hobart Library

Senior Library Technician (650061).

Applications Close:—Friday, 14 March 2008.
Salary:—\$47,675–\$51,358 per annum.
Technical Employees Award, Level 3.
Permanent full-time.
Location:—Hobart Lending Library.

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.

Desirable Requirements:—Applicants should forward an Application for Employment Form 201 with a statement addressing the selection criteria and 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 Deborah Wright, Department of Education, phone (03) 6233 9630, email deborah.wright@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, 116 Bathurst Street, Hobart, 7001, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

EDUCATION
SKILLS TASMANIA
Research and Information

Executive Officer Systems Support (961329).

Applications Close:—Friday, 14 March 2008.
Salary:—\$64,096–\$67,714 pro rata.
Administrative and Clerical Employees Award, Level 8.
Permanent part-time 0.5 FTE 36.75 hours per fortnight 52 weeks per year.
Location:—Hobart.

Description of the Role:—Responsible for systems administration of DELTA and associated systems including electronic lodgement of training contracts and the adoption of client-centred business approaches to navigating and transacting vocational education and training to meet National and State requirements. Provide advice and support to the Manager on maintaining and improving the management of IT resources. Ensure that specified deadlines and work priorities are achieved and maintained.

Desirable Requirements:—Relevant qualifications. A current driver's licence.

Applicants should forward an Application for Employment Form 201 with a statement addressing the selection criteria and 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 Bianca Davies on (03) 6233 4873, email bianca.davies@education.tas.gov.au.

Enquiries to Daniel Albert, Department of Education, phone (03) 6233 4616, email daniel.albert@education.tas.gov.au.

Applications to HR Staffing and Establishment Services, Department of Education, 116 Bathurst Street, Hobart, 7001, phone (03) 6233 7101, fax (03) 6234 9266, email recruitment@education.tas.gov.au.

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

ENVIRONMENT

*Policy and Business***Executive Officer (706210).**

Applications Close:—Friday, 14 March 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent part-time 60% FTE.

Location:—Hobart.

Prorata Salary:—Prorata salary is based on the above full-time rate.

Duties:—Provide executive support to the Environment Protection Authority (EPA) Board by managing and co-ordinating the business processes of the Board. Manage administrative functions including records and information management and control of work procedures and systems. Undertake projects as directed by the Board. Maintain performance benchmark reporting and consultation processes.

Desirable Requirements:—To successfully perform the duties of this position it is desirable that you have a demonstrated ability to work effectively within a complex regulatory environment and have a current drivers licence.

Enquiries to Leanne Brown, Business Services Manager, phone (03) 6233 6189, email Leanne.Brown@environment.tas.gov.au. For a copy of the Statement of Duties please contact Tammy Miller, Administrative Assistant, phone (03) 6233 6518, email Tammy.Miller@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 Environment, Parks, Heritage and the Arts, G.P.O. Box 771, Hobart, 7001, phone (03) 6233 5914, fax (03) 6233 5907, email applications@depha.tas.gov.au.

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

OFFICE OF THE SECRETARY

*Information Management Branch***ICT Manager (705842).**

Applications Close:—Friday, 14 March 2008.

Salary:—\$85,813 per annum.

Administrative and Clerical Employees Award, Level 12.

Permanent full-time.

Location:—Hobart.

Duties:—The occupant will manage the activities and resources of the ICT Team to provide the following services:— Provision, operation and maintenance of the information communications and technology infrastructure including associated helpdesk and technical services. Planning for the availability, capability and service continuity of the information communications and technology infrastructure. Promote an agency wide understanding of the importance of the Information Management branch and promote the services that the Information Management Branch provide. Represent the department in whole of government ICT projects and provide strategic advice.

Desirable Requirements:—To successfully perform the duties of this position it is desirable that you have appropriate academic/professional qualifications, appropriate experience in managing information and communication technology in a distributed environment and a current driver's licence.

Enquiries to Chris Sampson, Deputy Secretary, Technology and Innovation, phone (03) 6233 8028, email Chris.Sampson@depha.tas.gov.au. For a copy of the Statement of Duties please contact Kelly Medhurst, Administrative Assistant, phone (03) 6233 5596, email Kelly.Medhurst@depha.tas.gov.au.

Applications to address the selection criteria outlined in the Statement of Duties, quote position number and be addressed to Rosemary Cole, Human Resources, Department of Environment, Parks, Heritage and the Arts, G.P.O. Box 771, Hobart, 7001, phone (03) 6233 8039, fax (03) 6233 5907, email applications@depha.tas.gov.au.

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

OFFICE OF THE SECRETARY

*Information Management Branch***Manager, Technical Planning and Projects Office (706195).**

Applications Close:—Friday, 14 March 2008.

Salary:—\$85,813 per annum.

Administrative and Clerical Employees Award, Level 12.

Permanent full-time.

Location:—Hobart.

Duties:—Manage the Planning and Projects office in the delivery and provision of programme and project management services, ensuring that desired outcomes are achieved for the Department of Tourism, Arts and Environment and Tasmania.

Provide high level advice and support to Directors and Senior Managers in DTAE on a range of Information Management subjects relating resources, administrative, risk management and support issues.

As a member of the Information Management leadership group, participate in the development of the strategic direction for information management for DTAE and for information systems relating to policy and legislation impacting Tasmania.

Desirable Requirements:—To successfully perform the duties of this position it is desirable that you have professional accreditation (PMP, RegPM), a tertiary qualification in information technology or information systems or a related discipline, appropriate experience in a management capacity and a current driver's licence.

Enquiries to Chris Sampson, Deputy Secretary, Technology and Information, phone (03) 6233 8028, email Chris.Sampson@depha.tas.gov.au. For a copy of the Statement of Duties please contact, Kelly Medhurst, phone (03) 6233 5596, email Kelly.Medhurst@depha.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 Environment, Parks, Heritage and the Arts, G.P.O. Box 771, Hobart, 7001, phone (03) 6233 5915, fax (03) 6233 5907, email applications@depha.tas.gov.au.

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

PARKS AND WILDLIFE SERVICE

Senior Ranger (706209).

Applications Close:—Friday, 14 March 2008.

Salary:—\$49,523–\$51,358 per annum.

Parks and Wildlife Services Agreement 1996, Level 5.

Permanent full-time.

Location:—Arthur River.

Allowance:—In addition a loading of 31% under the Parks and Wildlife Industrial Agreement is payable to employees who meet the allowance conditions required by the Agreement. Total salary if meeting the conditions would be \$64,875- \$67,279.

Duties:—Manage the day to day operations of Arthur River and assist the Manager Parks and Reserves in managing the Region's operations, ensuring Departmental policies, guidelines and management plans are implemented. Implement delegated components of the Regional Business Plan and act as an integral part of the Region's management team. Undertake leadership and participate in the team management of functions across the Region.

Essential Requirements:—It is essential that you have a Diploma of Environmental and Cultural Resources (Park Management) or equivalent qualification from a recognised tertiary institutional, a minimum of five years experience in parks and wildlife operations or an equivalent field, at least two of which have been in management, a current motor vehicle driver's licence and a workplace Level 2 First Aid Certificate, or equivalent or the ability to acquire prior to appointment.

Enquiries to Chris Arthur, Parks and Reserves Manager, West Coast, phone (03) 6472 6025, email Chris.Arthur@parks.tas.gov.au. For a copy of the Statement of Duties please contact, Natasha Norman, phone (03) 6472 6020, email Natasha.Norman@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 Environment, Parks, Heritage and the Arts, G.P.O. Box 771, Hobart, TAS, 7001, phone (03) 6233 5914, fax (03) 6233 5907, email applications@depha.tas.gov.au.

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

PARKS AND WILDLIFE SERVICE

Operations and Performance

North West Region

Site Co-ordinator, Highfield Historic Site (705602).

Applications Close:—Friday, 14 March 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Stanley.

Duties:—To provide effective day to day co-ordination of Highfield Historic Site's operations, in accordance with the relevant state and federal legislation, the International Council on Monuments and Sites (ICOMOS) Burra Charter, and applicable PWS Regional and site-specific planning documents.

Desirable Requirements:—To successfully perform the duties of this position it is desirable that you have experience in cultural resource management and a current drivers licence.

Enquiries to Stephen Nicholson, Parks and Reserves Manager, NW Coast, phone (03) 6429 8717, email Stephen.Nicholson@parks.tas.gov.au. For a copy of the Statement of Duties please contact Jillian Geoghegan, Regional Administrative Officer, phone (03) 6429 8414, 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 Rosemary Cole, Human Resources, Department of Environment, Parks, Heritage and the Arts, G.P.O. Box 771, Hobart, 7001, phone (03) 6233 8039, fax (03) 6233 5907, email applications@depha.tas.gov.au.

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

ROYAL TASMANIAN BOTANICAL GARDENS

Gardens Operations

Arborist (Readvertised) (706087).

Applications Close:—Friday, 14 March 2008.

Salary:—\$37,862 per annum.

AWU (Tasmanian Public Sector) Award, Royal Botanical Gardens Level 4.

Permanent full-time.

Location:—Hobart.

Duties:—To assist the Team Leader Arbor in ensuring the curation, long term development and management of the RTBG Tree Collection in accordance with RTBG Strategic and Business Operational Plans.

Desirable Requirements:—To successfully perform the duties of this position it is desirable that you have a Workplace Cert 2 First Aid Certificate and experience in operation of chipper.

Enquiries to David Reid, Horticultural Co-ordinator for further information about the position or a copy of the Statement of Duties phone (03) 6236 3081, email David.Reid@rtbg.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 Environment, Parks, Heritage and the Arts, G.P.O. Box 771, Hobart, 7001, phone (03) 6233 5915, fax (03) 6233 5907, email applications@depha.tas.gov.au.

HEALTH AND HUMAN SERVICES

Food Service Officer (Relief Pool) (507950).

Applications Close:—Friday, 14 March 2008.

Salary:—\$32,898–\$33,620 per annum.

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

Fixed-term casual as soon as possible for twelve months. A 20% loading is payable, in lieu of leave.

Location:—Royal Hobart Hospital.

Duties:—Assist in maintaining a high standard of food preparation, production, service, meal distribution, warewashing and cleaning of the hospital service areas. Perform receipt and storage duties associated with food supplies, general food preparation, service, menu related and cash handling duties.

Enquiries to Matthew Pockett, Department of Health and Human Services, phone (03) 6222 7951, email matthew.pockett@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

Launceston General Hospital

Administrative Assistant (516115).

Applications Close:—Friday, 14 March 2008.

Salary:—\$38,464–\$41,681 pro rata.

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

Permanent part-time day work, working 15.2 hours per fortnight.

Location:—Surgery-Perioperative Clinic.

Duties:—To provide efficient and effective clerical, administrative and reception support to the staff and patients in the Surgical Pre Admission Clinic at the Launceston General Hospital. The Administrative Assistant functions under the general direction of the nursing staff of the clinic based on the established practices and procedures. This position also provides efficient frontline service to the public.

Desirable Requirements:—Ability to organise and prioritise workflow according to demand. A comprehensive knowledge of hospital resources with the ability to co-ordinate and implement clerical procedure and policy at clinic level assisting nursing and medical staff and clients. Well developed interpersonal and high level communication skills with the ability to participate in a multi disciplinary work environment. Comprehensive knowledge of medical terminology.

Enquiries to Belinda Russell, Department of Health and Human Services, phone (03) 63487205, email belinda.russell@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

Launceston General Hospital

Administrative Officer (503797).

Applications Close:—Friday, 14 March 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 worker.

Location:—Clinical Services, Allied Health.

Duties:—To provide and efficient and effective Frontline Reception to Physiotherapy Dept. and other Allied Health Departments as required. To provide high level clerical/administrative support to assist with the services provided. Participate in Quality Assurance and OH and S activities.

Desirable Requirements:—Demonstrated experience in frontline reception and office management skills. Well developed communication and interpersonal skills, with the ability to relate to and assist patients with the provision of equipment. Well developed skills with operating computers and hospital-wide information systems.

Enquiries to Dennis Holzberger, Department of Health and Human Services, phone (03) 63487209, mobile 0407353489, email dennis.holzberger@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

Launceston General Hospital

Clinical Nurse—2 Vacancies.

Applications Close:—Friday, 14 March 2008.

Salary:—\$60,828–\$65,071 per annum.

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

Vacancy No. 504377.

Permanent full-time shift work.

Location:—Surgery-ward 5A.

Vacancy No. 517466.

Permanent part-time shift work, working 64 hours per fortnight.

Location:—Surgery-Ward 5A.

Duties:—Functions as an advanced clinical practitioner within the designated area and provides management support to the Nurse Unit Manager (NUM) and Nurse Educators including participation in staff education and the management of staff performance.

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

Enquiries to Andrea Tiffin, Department of Health and Human Services, phone (03) 6348 7846, email andrea.tiffin@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

Launceston General Hospital

Hospital Aide (504385).

Applications Close:—Friday, 14 March 2008.

Salary:—\$34,059–\$34,606 pro rata.

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

Permanent part-time shift work, working 56 hours per fortnight.

Location:—Surgery-Ward 5A.

Duties:—To assist with the management of all Wards supplies (excepting drugs) to ensure the delivery of a high standard of patient care in the hospital.

Desirable Requirements:—Previous experience working with patients desirable. Sound literacy and numeracy skills. Knowledge of the principles and practices of Infection Control. An understanding of Hospital Policies and Procedures.

Enquiries to Andrea Tiffin, Department of Health and Human Services, phone (03) 63487846, email andrea.tiffin@dhhs.ta.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

Launceston General Hospital

Kitchen Hand (503398).

Applications Close:—Friday, 14 March 2008.

Salary:—\$32,898–\$33,620 per annum.

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

Permanent full-time day worker.

Location:—Corporate, Food Services.

Duties:—To carry out a range of duties associated with maintaining Launceston General Hospital Central Production Kitchen and satellite areas as directed, in a clean and hygienic state.

Desirable Requirements:—Ability to maintain a high standard of cleanliness and hygiene for all equipment and food production areas within the jurisdiction of the kitchen. Proven ability to understand both written and verbal instructions. Ability to co-operate with other personnel within the department and work successfully in a team, including conflict resolution skills.

Enquiries to David Webb, Department of Health and Human Services, phone (03) 63487530, email david.webb@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

Launceston General Hospital

Physiotherapist—2 Vacancies.

Applications Close:—Friday, 14 March 2008.

Salary:—\$42,638–\$68,410 per annum.

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

Vacancy No. 503788.

Permanent full-time day work.

Location:—Clinical Services-Allied Health.

Vacancy No. 503785.

Permanent full-time day work.

Location:—Clinical Services-Allied Health.

Duties:—Assess, plan, carry out and re-assess a treatment programme for physiotherapy needs of patients. Record adequate details of assessment, treatments and discharge summary in the clinical record. Educate patients, carers and other members of the treatment team regarding ongoing care of patients. Maintain accurate patient care statistics.

Essential Requirements:—Registered or entitled to be registered as a Physiotherapist in Tasmania in accordance with the Physiotherapists Registration Act 1999.

Enquiries to Dennis Holzberger, Department of Health and Human Services, phone (03) 63487209, mobile 0407353489, email dennis.holzberger@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

Launceston General Hospital

Physiotherapist-Transition Care Project (516268).

Applications Close:—Friday, 14 March 2008.

Salary:—\$65,522–\$75,155 per annum.

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

Fixed-term full-time day work. To commence as soon as possible until 26 December 2008.

Location:—Clinical Services, Allied Health.

Duties:—To develop, provide and evaluate Physiotherapy services for patients of the Transitional Care Unit, LGH, in accordance with agency policies and relevant professional codes of ethics. To undertake assessment for suitability of admission to the transition care unit. To undertake case management including the provision of Physiotherapy intervention in consultation with the patient, their carers and community agencies.

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

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check in the following areas:—serious traffic offences, identification Check. Disciplinary action in previous employment check.

Enquiries to Dennis Holzberger, Department of Health and Human Services, phone (03) 6348 7209, email dennis.holzberger@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

Launceston General Hospital

Registered Nurse (504369).

Applications Close:—Friday, 14 March 2008.

Salary:—\$43,859–\$58,704 pro rata.

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

Permanent part-time shift worker, working 40 hours per fortnight.

Location:—Surgery, Ward 5A.

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 Andrea Tiffin, Department of Health and Human Services, phone (03) 6348 7846, email andrea.tiffin@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

*Launceston General Hospital***Registered Nurse (504378).**

Applications Close:—Friday, 14 March 2008.

Salary:—\$43,859–\$58,704 per annum.

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

Permanent full-time shift worker.

Location:—Surgery, Ward 5A.

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 Andrea Tiffin, Department of Health and Human Services, phone (03) 6348 7846, email andrea.tiffin@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

*Launceston General Hospital***Registered Nurse (517325).**

Applications Close:—Friday, 14 March 2008.

Salary:—\$43,859–\$58,704 pro rata.

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

Permanent part-time shift worker, working 64 hours per fortnight.

Location:—Surgery, Ward 5A.

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 Andrea Tiffin, Department of Health and Human Services, phone (03) 6348 7846, email andrea.tiffin@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

*Launceston General Hospital***Registrar (Accredited) Paediatrics (504881).**

Applications Close:—Friday, 14 March 2008.

Salary:—To be negotiated.

Salaried Medical Practitioners Industrial Agreement 2006, Specialist Medical Practitioner in Training Level I (Salary commensurate with qualifications and experience).

Fixed-term full-time day worker. To commence as soon as possible until 31 January 2009.

Location:—Womens and Childrens Services.

Duties:—The position offers a broad experience in General and Acute Care Paediatrics and fulfils the criteria for the requisite Rural/Regional training. The position is for 6 to 12 months at the Launceston General Hospital.

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

Enquiries to Dr. Chris Bailey, Department of Health and Human Services, phone (03) 6348 8974, email chris.bailey@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

*Launceston General Hospital***Senior Occupational Therapist (503808).**

Applications Close:—Friday, 14 March 2008.

Salary:—\$65,522–\$75,155 per annum.

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

Fixed-term full-time day work. To commence as soon as possible until 30 January 2008.

Location:—Clinical Services-Allied Health.

Duties:—To promote, develop and provide Occupational Therapy services, in accordance with professional standards, to a predominantly specialist caseload/spinal rehabilitation and community Occupational Therapy. To provide professional supervision and guidance to Level 1 Occupational Therapists. To provide professional advice and staff development to others with regard to the field of specialization.

Desirable Requirements:—Extensive post-graduate experience and well-developed clinical knowledge and skills. Experience in the areas of community Occupational Therapy and/or spinal rehabilitation. Hold or progressing towards relevant post graduate qualification and/or accreditation with AccOT. Demonstrated knowledge and understanding of contemporary Occupational Therapy theory and practice, professional standards and ethics. Experience in staff and

student supervision. Demonstrated skills in and commitment to programme development and quality activities.

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

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

You are encouraged to apply online 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

North West Regional Hospital

Hospital Aide (501933).

Applications Close:—Friday, 14 March 2008.

Salary:—\$34,059–\$34,606 per annum.

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

Permanent full-time day worker.

Location:—Nursing Services, Medical Ward/Palliative Care.

Duties:—Maintain clean hygienic surroundings to facilitate the control of infection. Maintenance of basic ward equipment and adequate stores. Assist patients with aspects of daily living under the supervision of a Registered Nurse.

Desirable Requirements:—Demonstrated knowledge of the standards required to prevent infection. Demonstrated ability to communicate effectively both verbally and written with hospital staff and public. Ability and willingness to work as part of a team in promoting a harmonious work environment.

Enquiries to Penny Bligh, Department of Health and Human Services, phone (03) 6430 6568, email penny.bligh@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

Media and Public Relations Officer (517299).

Applications Close:—Friday, 14 March 2008.

Salary:—\$56,101–\$59,721 pro rata.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 7.

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

Location:—Corporate Services/CEO.

Duties:—Under the general direction of the CEO and in consultation with the DHHS Media Unit, assist with the development and implementation of the NWRH long-term media strategy and liaise with media representatives on behalf of the CEO as required.

Desirable Requirements:—Ability to liaise constructively and successfully with media representatives at both the on-the-road reporting and management levels. Ability to identify, plan and draft media releases and speeches and have broadcast or published, positive media stories. Strategic, conceptual, analytical and creative skills, including the ability to identify opportunities and portray them simply and accurately.

Enquiries to Penny Burley, Department of Health and Human Services, phone (03) 64306517, email penny.burley@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

Nutrition Manager (502077).

Applications Close:—Friday, 14 March 2008.

Salary:—\$91,873 pro rata.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional Manager, Level 5, Grade 1.

Permanent part-time day worker, working 38 hours per fortnight. To commence on 2 May 2008.

Location:—Clinical Services, Allied Health/Dietetics.

Duties:—Develop and manage the Nutrition and Dietetics Department in accordance with the policy directions, services standards and financial performance of the North West Regional Hospital (NWRH). To ensure that the Nutrition and Dietetics service is accreditable, efficient, effective, is customer focussed, evidence based and of a high professional standard.

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

Enquiries to Paula Hyland, Department of Health and Human Services, phone (03) 6430 6973, mobile 0438 519 453, email paula.hyland@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

Royal Hobart Hospital

Admissions Officer, Client Services (511330).

Applications Close:—Friday, 14 March 2008.

Salary:—\$43,431–\$47,038 pro rata.

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

Permanent part-time shift work, 40 hours per fortnight.

Location:—Royal Hobart Hospital.

Duties:—Interview patients presenting for admission collecting essential personal and Health Insurance data, establish compensable status and ensure that a complete personal and financial profile is captured on each patient. Update patient information on the HOMER Patient Information System including tracking of medical records and patient transfer.

Enquiries to Louise Browne, Department of Health and Human Services, phone (03) 6222 8645, email louise.browne@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

Royal Hobart Hospital

Clinical Pain Psychologist (511072).

Applications Close:—Friday, 14 March 2008.

Salary:—\$65,522–\$75,155 pro rata.

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

Fixed-term part-time day work, 40 hours per fortnight. Commencing as soon as possible for two years.

Location:—Royal Hobart Hospital.

Duties:—Responsible for the provision of ongoing psychological assessment and running of psychotherapeutic programmes for chronic pain patients.

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

Enquiries to Dr Gajinder Oberoi, Department of Health and Human Services, phone (03) 6222 8761, email gajinder.oberoi@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

Royal Hobart Hospital

Divisional Support Officer (509138).

Applications Close:—Friday, 14 March 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 Services, Surgery, 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 and budgetary processes, or the ability to acquire that knowledge. Well developed financial management and organisational skills. Good research skills, together with the ability to plan, to analyse and interpret information. Demonstrated capacity to ensure work deadlines are met, together with a capacity to work with minimal supervision.

Enquiries to Scott Marshall, Department of Health and Human Services, phone (03) 6222 7196, email scott.marshall@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

Occupational Therapist (508241).

Applications Close:—Friday, 14 March 2008.

Salary:—\$42,638–\$68,410 pro rata.

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

Fixed-term full-time day worker, commencing As soon as possible until 30 January 2009.

Location:—Clinical Services, Occupational Therapy, Royal Hobart Hospital.

Duties:—Assess and treat patients and maintain optimal patient care and maintain the Code of Ethics of O.T. Australia, the Australian Association of Occupational Therapists.

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

Enquiries to Wendy Rowell, Department of Health and Human Services, phone (03) 6222 8633, email wendy.rowell@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

Senior Dietitian (508226).

Applications Close:—Friday, 14 March 2008.

Salary:—\$65,522–\$75,155 per annum.

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

Fixed-term part-time day worker (38 hours per fortnight) commencing 21 April 2008 for a period of 12 months.

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. Advocates for appropriate nutrition for clients and staff of the Department of Health and Human Services. Assists the Dietitian Manager in performing management and administrative tasks.

For the term of this position the Senior Dietitian will work in the area of Food 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 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

Senior Nuclear Medicine Technologist (510169).

Applications Close:—Friday, 14 March 2008.

Salary:—\$75,155–\$83,123 per annum.

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

Permanent full-time day work (with oncall).

Location:—Medical Imaging, Nuclear Medicine, Royal Hobart Hospital.

Duties:—Responsible for the efficient operation of the Nuclear Medicine section, including further research and development and education.

Essential Requirements:—Entitled to be granted registration in Tasmania by the Medical Radiation Science Professionals Board (MRSPB) to practice as a nuclear medicine technologist.

Enquiries to Shane Morgan, Department of Health and Human Services, phone (03) 6222 8363, email shane.morgan@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

Staff Specialist (Paediatric Intensivist) (515895).

Applications Close:—Friday, 14 March 2008.

Salary:—To be negotiated.

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

Permanent full-time day work (with oncall).

Location:—Womens and Childrens Clinical Services, NPICU, Royal Hobart Hospital.

Description:—The RHH has an 11 bed Neonatal and Paediatric Intensive Care Unit (NPICU) and a 15 bed Special Care Nursery, and is the tertiary level referral centre for critically ill babies, infants and children in the state of Tasmania. The RHH NPICU manages a wide range of medical and surgical disorders in newborn infants and children, excluding cardiac surgical patients, and provides high-level intensive care, including high frequency oscillatory ventilation and inhaled nitric oxide therapy. The Tasmanian Neonatal and Paediatric Emergency Transport Service operates from within the Unit, and there is a dedicated Follow-Up programme for NPICU graduates. There is a collaborative approach to the management of high-risk pregnancy, with close communication with the adjacent Obstetric Unit.

Duties:—Provide services in Neonatal Medicine and Paediatric Intensive Care including diagnosis, treatment and care for patients in the NPICU at RHH, and, as appropriate, the NPICU Follow-Up Clinic. Consultant-level participation in the Neonatal and Paediatric Emergency Transport Service. Assist with management of high-risk obstetric services. Provide supervision and advice relating to the provision of Neonatal services and Paediatric Intensive Care throughout Tasmania. Participate in undergraduate and postgraduate teaching programmes. Undertake research in Neonatology and/or Paediatric Intensive Care.

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

Enquiries to Associate Professor Peter Dargaville, Department of Health and Human Services, phone (03) 6222 7089, mobile 0400546738, email peter.dargaville@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

Visiting Medical Practitioner—2 Vacancies.

Applications Close:—Friday, 14 March 2008.

Salary:—To be negotiated.

Tasmanian Visiting Medical Practitioners (Public Sector) Agreement 2002, Visiting Medical Specialist, Level I-IV (Salary commensurate with qualifications and experience).

Vacancy No. 517449.

Fixed-term part-time day work (with oncall) 4 hours per fortnight, commencing As soon as possible until 31 December 2009.

Location:—Clinical Services, Surgery, Ophthalmology, Royal Hobart Hospital.

Vacancy No. 517451.

Fixed-term part-time day work (with oncall) 22 hours per fortnight, commencing As soon as possible until 31 December 2009.

Location:—Clinical Services, Surgery, Ophthalmology, Royal Hobart Hospital.

Duties:—To provide clinical services of the highest possible standard to Ophthalmology patients and actively pursue improved outcomes for Ophthalmology patients by participating in teaching and research relevant to Ophthalmology Surgery.

Essential Requirements:—A medical practitioner who has had at least 5 years post graduate experience in the practice of medicine, holds a senior qualification appropriate to the speciality concerned, and has practical experience in that speciality.

Enquiries to Dr Paul McCartney, Department of Health and Human Services, phone (03) 6222 8491, email paul.mccartney@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

Tasmanian Ambulance Service

Clinical Instructor (510685).

Applications Close:—Friday, 14 March 2008.

Salary:—\$60,366–\$61,637 per annum.

Tasmanian Ambulance Service Award, Clinical Support Officer.

Fixed-term full-time shift worker. To commence 21 April 2008 until 26 October 2008.

Location:—Ambulance, Burnie.

Duties:—Assist and support all ambulance service operational personnel to achieve and maintain the required standard of (qualification) and efficiency.

Essential Requirements:—Certificate of Applied Science (Ambulance Officer) and current accreditation in the Advanced Life Support programme, or equivalent qualifications recognised by the Director Tasmanian Ambulance Service. 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. Identification check and disciplinary action in previous employment check.

Enquiries to Paul Templar, Department of Health and Human Services, phone (03) 6434 6974, email paul.templar@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

Population Health

Public and Environmental Health Service

Chief Pharmacist (500798).

Applications Close:—Friday, 14 March 2008.

Salary:—\$101,510 per annum.

Tasmanian Public Sector Allied Health Professionals Industrial Agreement 2005, Allied Health Professional Manager, Level 5, Grade 4.

Permanent full-time day work.

Location:—34 Davey St, Hobart.

Duties:—To co-ordinate the development and implementation of policies and legislation regulating the manufacture, distribution and use of drugs of dependence, medicines, poisons and therapeutic goods in Tasmania. To make decisions, provide advice and undertake complex and critical work that has impact on the Tasmanian Government, the Department, other governmental agencies, non-government health service providers and health professionals, industries and the public generally. To direct and manage the functions of the Pharmaceutical Services Branch.

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

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

Enquiries to Roscoe Taylor, Department of Health and Human Services, phone (03) 6222 7730, email roscoe.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. Please do not send applications to the contact person.

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HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Primary Health

North

Health Care Assistant (506013).

Applications Close:—Friday, 14 March 2008.

Salary:—\$34,812–\$35,533 pro rata.

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

Permanent part-time shiftwork, working 40 hours per fortnight.

Location:—Bolton Street Beaconsfield.

Duties:—Under the supervision of a Registered/Community Nurse, the Health Care Assistant will provide assistance to clients with a range of activities of daily living that a person would normally do for themselves.

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

Enquiries to Dianne Milner, Department of Health and Human Services, phone (03) 6364 8800, email dianne.milner@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

North

Relief Cleaner/Kitchen Hand (506489).

Applications Close:—Friday, 14 March 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:—George Town Hospital and Community Centre.

Duties:—To carry out and assist in food preparation and cleaning within the Kitchen area, maintaining a high standard of hygiene. Assist in the cleaning of allocated areas in compliance with established standards and protocols.

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 Beth Smith, Department of Health and Human Services, phone (03) 6380 3620, email beth.smith@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

North

Senior Community Podiatrist (504760).

Applications Close:—Friday, 14 March 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 daywork.

Location:—Kings Meadows Community Health Centre, Launceston.

Duties:—Provide a high standard of Podiatric services to patients in the Northern District. Work within a multidisciplinary team to build on community capacity for enhancing the health of individuals, groups and the community. As a member of the Community Podiatry Service provide support to an integrated podiatry/foot health 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 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 7001.

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HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Primary Health

South

Therapy Assistant (513458).

Applications Close:—Friday, 14 March 2008.

Salary:—\$34,812–\$35,533 pro rata.

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

Fixed-term part-time day work, working 45.6 hours per fortnight, from As soon as possible until 5 September 2008.

Location:—90 Davey Street, Hobart.

Duties:—To provide assistance to facilitate delivery of health professional services and therapeutic programmes in the Community Rehabilitation Unit in southern Tasmania.

Desirable Requirements:—Allied Health Professional Assistant's certificate or two years of relevant clinical experience.

Demonstrated initiative and well developed organisational, time management and problem solving skills.

Demonstrated understanding of the needs of people of all ages with acute and chronic disabilities and commitment to providing a high standard of client care.

Enquiries to Kathy O'Dea, Department of Health and Human Services, phone (03) 6222 7209, email kathy.odea@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

South

Youth Health Nurse (500941).

Applications Close:—Friday, 14 March 2008.

Salary:—\$54,463–\$65,071 per annum.

Nurses (TPS) Award, Community FCH Nurse.

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

Location:—Pulse Youth Health Centre, Glenorchy.

Duties:—Within a Primary Health Care framework and in accordance with Agency policy and legal requirements, the Youth 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.

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 Lindal McDonald, Department of Health and Human Services, phone (03) 6233 8626, email lindal.mcdonald@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

Directorate

Professional Learning and Development Officer (517217).

Applications Close:—Friday, 14 March 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:—Professional Learning and Development Team, Hobart.

Duties:—Support the development and implementation of professional learning and development programmes for staff of Children and Family Services.

Desirable Requirements:—Demonstrated experience in development, presentation and evaluation of professional learning and training programmes. Demonstrate knowledge and understanding of the context in which Children and Family Services are delivered. Knowledge and understanding of the legislative and legal framework of the operation of Children and Family Services.

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

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

Enquiries to Marlene Horne, Department of Health and Human Services, phone (03) 6230 7517, email marlene.horne@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

North West Area

Child Health and Parenting Services

Child and Family Health Nurse (517246).

Applications Close:—Friday, 14 March 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, Launceston.

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 Jill Zeeman, Department of Health and Human Services, phone (03) 6336 2155, email jill.zeeman@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

Northern Area

Child Protection

Child Protection Worker (Relief) (501541).

Applications Close:—Friday, 14 March 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 casual day work, hours as and when required, commencing As soon as possible for a period of 2 years.

Location:—Child Protection, Launceston.

Duties:—As a member of Child and Family Services the Child Protection Worker is responsible for the safety and well-being of children and young persons. The Child Protection Worker is responsible for the provision of assessment, advice and referral services, case management services and placements outside the child/young person's home. The role of the Child Protection Worker is to provide professional services in accordance with legislation, practice guidelines, policies and procedures and by applying professional judgment to ensure that services are delivered in the best interest of the child/young person and their family.

Essential Requirements:—A Bachelor of Social Work or a Diploma of Community Welfare Work or other tertiary qualifications at Diploma or above level which include units of study in case management/casework practice and supervised practical work placements in relevant fields.

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 Leonie Watson, Department of Health and Human Services, phone (03) 6336 2485, email leonie.watson@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

Northern Area

Child Protection

Senior Practice Consultant (501494).

Applications Close:—Friday, 14 March 2008.

Salary:—\$75,155–\$83,123 per annum.

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

Fixed-term full-time day work, commencing As soon as possible for a period of 6 months.

Location:—Child Protection, Launceston.

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

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

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

Enquiries to Leonie Watson, Department of Health and Human Services, phone (03) 6336 2376, email leonie.watson@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 East Area

Executive Officer (517355).

Applications Close:—Friday, 14 March 2008.

Salary:—\$56,101–\$59,721 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 7.

Permanent full-time day work.

Location:—Children and Family Services, South East Area, Hobart.

Duties:—As a member of the Area Management team the Executive Officer provides high level administrative advice and support to the Area Manager, Children and Family Services. This will include: Manage and co-ordinate the administrative and business support and reporting activities within the Area Management office to achieve agreed service delivery performance targets. Responsibilities including financial reporting, telecommunications, human resources,

facilities management and other business support functions as directed. Support the Area Manager with high level, strategic advice and investigate, report and monitor complex and/or sensitive matters, including co-ordination and preparation of reports, briefings, correspondence and submissions. Oversee the timely and accurate flow of information between the Area and Children and Family Services, Executive and Portfolio Services and the Office of the Deputy Secretary Human 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 Deborah Leisser, Department of Health and Human Services, phone (03) 6230 7871, email deborah.leisser@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

Disability Services

Executive Assistant (505651).

Applications Close:—Friday, 14 March 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:—Disability Services.

Duties:—Provide high level complex executive and administrative support to the Regional Manager and senior staff of the Disability Services Regional Office contributing to the efficient operation of the Office. Manage and co-ordinate provision of a complete range of efficient and effective office management support services to the regional Manager. Utilise the appropriate policy, procedures and information systems and oversee the day to day functions of the Office in delivering its objectives and providing a high level of client service.

Desirable Requirements:—Demonstrated knowledge of and experience in contemporary office management practices and ability to provide supervision, leadership and training to other administrative staff within the Office. Ability to work under pressure in a senior management environment and to meet identified time frames. Demonstrated ability to communicate, negotiate and liaise with a wide range of people, ensuring a high level of confidentiality, whilst exercising initiative, flexibility and judgement.

Enquiries to Erica Heeley, Department of Health and Human Services, phone (03) 6230 7600, email erica.heeley@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

Disability Services

Trade Instructor (505833).

Applications Close:—Friday, 14 March 2008.

Salary:—\$41,681 per annum.

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

Permanent full-time day work.

Location:—Disability Services, Day Options.

Duties:—Provide supervision, effective support, education, training and advocate for people with disabilities. Ensure the safety and well being of clients by planning, implementing, monitoring and reviewing individual client programmes and services.

Desirable Requirements:—Holds a certificate 3 in the relevant trade (Woodwork), or certificate deemed equivalent, from a recognized academic/training organization. Holds a certificate 4 in Community Services and Health (Disability Work) or a qualification deemed equivalent, from a recognized academic/training organization, or progress towards attaining this qualification. Experience in working with people with disabilities, families, service providers, advocates and other key stakeholders.

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 Robert Schnierer, Department of Health and Human Services, mobile 0417 310 349, email robert.schnierer@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

PAS Training Manager (517580).

Applications Close:—Friday, 14 March 2008.

Salary:—\$76,007 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 10.

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

Location:—Hobart (negotiable).

Duties:—The Training Manager, Patient Administration System (PAS) will design, plan, implement and evaluate the training and learning programmes to support implementation of a new PAS within Acute Health Services (Launceston General Hospital, North West Regional Hospital and Royal Hobart Hospital) and rural hospitals within Community Health Services.

Desirable Requirements:—Comprehensive experience in the design, planning, implementation and evaluation of competency based training programmes with a focus on the provision of training in information systems to support business change. Sound understanding of the complex environment of hospitals and health service delivery and the impact of major initiatives, including information system initiatives, in this environment. Well-developed written communication skills including experience in the preparation and maintenance of training manuals, training resources and other materials including on line learning packages.

Enquiries to Pam Taylor, Department of Health and Human Services, phone (03) 62332073, email pam.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, G.P.O. Box 125, Hobart 7001.

HEALTH AND HUMAN SERVICES

SHARED SERVICES

Information Services

Senior Project Officer (517655).

Applications Close:—Friday, 14 March 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:—Launceston.

Duties:—As part of the Application Solutions project team, provide project support for the successful delivery Information Services projects.

Desirable Requirements:—Experience and skills in project support including a demonstrated ability to work effectively as member of an IT project team to successfully deliver project outputs and outcomes according agreed time cost and quality constraints. Demonstrated experience and skills in all areas of project support in accordance with the Tasmanian Government Project Management Framework including but not limited to business case preparation, project planning, system implementation, project issue identification, tracking, and resolution, change management and stakeholder management. Demonstrated experience and understanding of the implementation of information systems and systems integration.

Enquiries to Kathy Kirby, Department of Health and Human Services, phone (03) 62227771, email kathy.kirby@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 125, Hobart 7001.

INFRASTRUCTURE, ENERGY AND RESOURCES

LAND TRANSPORT SAFETY

Road Safety Operations

Crossing Guards

School Crossing Patrol Officer (900610).

Applications Close:—Friday, 14 March 2008.

Salary:—\$35,933 per annum.

Operational Employees Award, Level 4.

Fixed-term casual 12 Months.

Location:—Burnie.

Duties:—To assist school children and other pedestrians to cross roads near schools in locations where provision of a Patrol Officer is warranted under Departmental guidelines.

Desirable Requirements:—Current drivers licence. Possession of a current First Aid Certificate.

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

Enquiries to Bob Sharp, Road Safety Consultant, Department of Infrastructure, Energy and Resources, phone (03) 6434 6490, email robert.sharp@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 5004, 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 Ellie Conway on (03) 6233 5004 or hr@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

LAND TRANSPORT SAFETY

Road Safety Operations

Crossing Guards

School Crossing Patrol Officer (2 vacancies) (900610).

Applications Close:—Friday, 14 March 2008.

Salary:—\$35,933 per annum.

Operational Employees Award, Level 4.

Permanent part-time (approx 15 hours per fortnight).

Location:—Devonport.

Duties:—To assist school children and other pedestrians to cross roads near schools in locations where provision of a Patrol Officer is warranted under Departmental guidelines.

Desirable Requirements:—Current drivers licence.

Possession of a current First Aid Certificate.

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

Enquiries to Bob Sharp, Road Safety Consultant, Department of Infrastructure, Energy and Resources, phone (03) 6434 6490, email robert.sharp@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 5004, 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 Ellie Conway on (03) 6233 5004 or hr@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

LAND TRANSPORT SAFETY

LTS Policy

Project Manager Road Safety Strategy (372090).

Applications Close:—Friday, 14 March 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Fixed-term full-time 12 months.

Location:—Hobart.

Duties:—To manage the delivery of key initiatives of the Tasmanian Road Safety Strategy 2007-2016.

To provide specialist advice, research and analysis on land transport safety issues.

Enquiries to Susan Stipcevic-Webb, Manager LTSP, Department of Infrastructure, Energy and Resources, phone (03) 6233 6622, email susan.stipcevic-webb@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 5004, 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 Ellie Conway on (03) 6233 5004 or hr@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

PASSENGER TRANSPORT

Passenger Transport Services

Manager Passenger Transport Concessions (370845).

Applications Close:—Friday, 14 March 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

Duties:—Manage, co-ordinate and administer passenger transport concessions, subsidies and support programmes. Manage and direct the processes of client assessment, both paper- and e-based, for scheme membership; the issue, re-issue, and cancellation of concession cards and permits; liaison with relevant local government enforcement authorities; and the payment of entitlements to scheme members and service providers.

Desirable Requirements:—Tertiary qualifications or equivalent experience in an appropriate discipline.

Enquiries to Bernard Carlington, Manager Passenger Transport, Department of Infrastructure, Energy and Resources, phone (03) 6233 2119, email bernard.carlington@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 5004, 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 Ellie Conway on (03) 6233 5004 or hr@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

PASSENGER TRANSPORT

Passenger Transport Services

Manager Passenger Transport Contracts (370824).

Applications Close:—Friday, 14 March 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

Duties:—Manage, co-ordinate and administer contracts for the delivery of public passenger transport services and their procurement. Direct and, where necessary, undertake the assessment of applications for the registration of new or amended Regular Passenger Transport (RPT) Services, including evaluation of financial and other impacts on existing core contracted services.

Desirable Requirements:—An appropriate tertiary qualification in a relevant discipline.

Enquiries to Bernard Carlington, Manager Passenger Transport, Department of Infrastructure, Energy and Resources, phone (03) 6233 2119, email bernard.carlington@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 5004, 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 Ellie Conway on (03) 6233 5004 or hr@dier.tas.gov.au.

INFRASTRUCTURE, ENERGY AND RESOURCES

RACING SERVICES TASMANIA

Administrative Officer (371588).

Applications Close:—Friday, 14 March 2008.

Salary:—\$56,854–\$60,476 per annum.

Administrative and Clerical Employees Award, Level 7.

Permanent full-time.

Location:—Launceston.

Duties:—Provide high-level support to the General Manager and Assistant General Manager with the development and regulation of racing and betting policy, and business and strategic planning. Provide effective and efficient management of the Division's legislative requirements and its human and physical resources.

Desirable Requirements:—A current driver licence.

Enquiries to James Anderson, Assistant General Manager, Racing Services Tasmania, Department of Infrastructure, Energy and Resources, phone (03) 6336 2457, email james.anderson@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 5004, 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 Ellie Conway on (03) 6233 5004 or hr@dier.tas.gov.au.

JUSTICE

MAGISTRATES COURT

*Hobart***Administrative Officer (355331).**

Applications Close:—Friday, 14 March 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Hobart.

Duties:—Co-ordinate the day to day activities of the tribunal, including listings and sittings, preparation of correspondence and statistics. Provide high level administrative and clerical assistance to the Anti Discrimination Tribunal including the Chairperson and members of the Tribunal.

Enquiries to Evelyn Robertson, Manager, Civil Division, Department of Justice, Hobart, phone (03) 6233 3620, email Evelyn.Robertson@justice.tas.gov.au.

Applications to Daphne Webb, Administrative Support Officer, 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 Evelyn Robertson on (03) 6233 3620.

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

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

JUSTICE

MAGISTRATES COURT

*Hobart***Administrative Support Officer (Civil Division) (350189).**

Applications Close:—Friday, 14 March 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—Hobart.

Duties:—Receive and respond to all general enquiries and finance related enquiries for the Civil Division, via the front counter, telephone and electronically. Undertake administrative duties, including the preparation of the registry file for progress and enter details in CIMS when required.

Desirable Requirements:—General clerical experience, including knowledge of, and experience with, manual and electronic record management, reception and mail handling.

Enquiries to Evelyn Robertson, Manager Civil Division, Magistrates Court, Department of Justice, phone (03) 6233 3620, email evelyn.robertson@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 Andrew Cox on (03) 6233 3607.

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

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

JUSTICE

SUPREME COURT

*Hobart***Transcription Typist (350110).**

Applications Close:—Friday, 14 March 2008.

Salary:—\$21 per hour.

Administrative and Clerical Employees Award, Level 2.

Fixed-term casual for a period of 2 years.

Location:—Hobart.

Duties:—Produce accurate and timely typed transcripts from recordings of court or other proceedings, including proceedings from both criminal and civil courts.

Desirable Requirements:—Effective skills in using current office technology to deliver services, especially excellent audio typing skills. A typing speed of 70 words per minute is highly desirable.

Enquiries to Kath Kinsella, Co-ordinator Transcribing Services, Supreme Court, Department of Justice, phone (03) 6233 6048, email kath.kinsella@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 Kath Kinsella on (03) 6233 6048.

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

WORKPLACE STANDARDS TASMANIA

*Policy, Planning and Services***Senior Policy Adviser (355759).**

Applications Close:—Friday, 14 March 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time (part-time hours can be negotiated).

Location:—Rosny.

Duties:—Either individually or as a member of a team, conduct high level research and analysis relating to the policy and legislation administered by Workplace Standards Tasmania, providing solutions and recommendations as required.

Desirable Requirements:—Proven high-level research, conceptual and analytical skills, including the ability to understand and interpret legislation and utilise and co-ordinate legislative policy development and processes.

Enquiries to Wayne Johnson, Manager Policy and Planning, Workplace Standards Tasmania, Department of Justice, phone (03) 6233 7512, email wayne.johnson@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 Wayne Johnson on (03) 6233 7512.

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.

PORT ARTHUR HISTORIC SITE MANAGEMENT
AUTHORITY

TOURISM OPERATIONS

Day Guide (010208, 020208)—2 Vacancies.

Applications Close:—Friday, 14 March 2008.

Salary:—\$37,471–\$42,612 pro rata.

Port Arthur Historic Site Staff Agreement 2004, Tourism Operations Stream, Level 2.

Permanent part-time, Rostered Day Worker (RDW) and Fixed-term part-time RDW, for the period 1 May 2008 to 17 April 2009.

Location:—Port Arthur.

Duties:—Provide key customer service support to visitors at the Site through the provision of information and the presentation of guided tours.

Enquiries to Jake Bradshaw, Guiding Manager, Port Arthur Historic Site Management Authority, phone (03) 6251 2342, email jake.bradshaw@portarthur.org.au.

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

PORT ARTHUR HISTORIC SITE MANAGEMENT
AUTHORITY

TOURISM OPERATIONS

Historic Ghost Tour Supervisor (030208).

Applications Close:—Friday, 14 March 2008.

Salary:—\$51,891 pro rata.

Port Arthur Historic Site Staff Agreement 2004, Tourism Operations Stream, Level 4.

Permanent part-time, Rostered Day Worker.

Location:—Port Arthur.

Duties:—Oversee all aspects of Ghost Tour operations so as to maintain high levels of customer service and to provide support and assistance to guiding staff.

Desirable Requirements:—Workplace First Aid Level 2.

Enquiries to Jake Bradshaw, Guiding Manager, Port Arthur Historic Site Management Authority, phone (03) 6251 2342, email jake.bradshaw@portarthur.org.au.

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

PREMIER AND CABINET

TMD

Service Delivery

TASINET

TASINET Help Desk Officer (2 Vacancies).

Applications Close:—Friday, 14 March 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Vacancy No. 000943, 001394.

Permanent full-time.

Location:—Hobart or Launceston.

Duties:—As part of a specialised team, support client business processes by the timely provision of quality TASINET communication services. Undertake tasks associated with the provision of a high level Customer Service Centre.

Enquiries to Wendy Scolyer, TASINET Help Desk Team Leader, Department of Premier and Cabinet, phone (03) 6336 2999, email Wendy.Scolyer@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

BIOSECURITY AND PRODUCT INTEGRITY

Diagnostic Services

Quality Systems Officer (702756).

Applications Close:—Friday, 14 March 2008.

Salary:—\$53,188–\$56,854 per annum.

Technical Employees Award, Level 4.

Permanent full-time.

Location:—Mt Pleasant Laboratories, Launceston.

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

Duties:—As a senior technical specialist, provide high level technical expertise to support the Quality Management System of the Animal Health Laboratory including leadership in the development, implementation, monitoring and review of laboratory practices to meet National Association of Testing Authority accreditation requirements.

Essential Requirements:—A Diploma from a recognised TAFE institution, or an equivalent qualification, appropriate to the nature of the work.

Qualification Appropriate to the Nature of the Work:—For the purpose of the previous section, a Diploma appropriate to the nature of the work is a Diploma in Laboratory Technology.

Desirable Requirements:—A current motor vehicle driver's licence. The following experience would be highly regarded: training in laboratory Quality Systems or Good Manufacturing Practice; training in practical management skills.

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

Enquiries to Leonie Tubb, phone (03) 6336 5444, email leonie.tubb@dpiw.tas.gov.au.

Applications to Robyn Campain, Administrative Assistant, Department of Primary Industries and Water, P.O. Box 46, Kings Meadows, Tas, 7249, phone (03) 6336 5406, fax (03) 6336 5374, email robyn.campain@dpiw.tas.gov.au.

PRIMARY INDUSTRIES AND WATER
INFORMATION AND LAND SERVICES
Land Data Registration

Senior Examiner (334902).

Applications Close:—Friday, 14 March 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time.

Location:—Hobart.

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

Duties:—Examine and register Land Titles Act instruments lodged under the Land Titles Act 1980; issue folios of the Register; and quality control draft folios of the Register. Assist the Principal Examiner (Registration) with the supervision and training of staff.

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

Enquiries to Mathew Phipps, Department of Primary Industries and Water, phone (03) 6233 3587, email mathew.phipps@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
INFORMATION AND LAND SERVICES
Service Tasmania Operations

Client Service Officer (701642).

Applications Close:—Friday, 14 March 2008.

Salary:—\$40,547–\$44,938 per annum.

Administrative and Clerical Employees Award, Customer Service Officer (Level 3-3 to 4-2).

Permanent part-time (36.34 hours per fortnight).

Location:—Queenstown/North West Region.

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

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

Duties:—To provide accurate and efficient client focused services for a broad range of Government business transactions and information services on behalf of the three tiers of Government. These service delivery activities will include the accurate collection, receipt and reconciliation of monies and the provision of information.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: crimes involving dishonesty.

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

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

Enquiries to Kevin McCrossen, phone (03) 6429 8412, email kevin.mccrossen@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
RESOURCE MANAGEMENT AND CONSERVATION
Conservation Policy and Planning

GIS Officer (702764).

Applications Close:—Friday, 14 March 2008.

Salary:—\$56,854–\$60,476 per annum.

Administrative and Clerical Employees Award, Level 7.

Permanent full-time.

Location:—Hobart.

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

Duties:—Provide high level database and GIS services to the Private Land Conservation Programme to ensure the provision of efficient and effective services to the staff and clients of the programme.

Desirable Requirements:—An appropriate tertiary qualification. A current motor vehicle driver's licence. Ability/willingness to assist with occasional field work.

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

Enquiries to Denise Hay, phone (03) 6233 2808, email denise.hay@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
RESOURCE MANAGEMENT AND CONSERVATION
Conservation Policy and Planning

Senior Adviser (Conservation Agreements) (702763).

Applications Close:—Friday, 14 March 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:—Co-ordinate the development of conservation agreements over private land in Tasmania, in collaboration with other staff from the PLCP. Act as a primary liaison point regarding conservation agreements for external partners and stakeholders. Contribute to the development and execution of new types of conservation agreements to achieve conservation outcomes on private land in Tasmania.

Desirable Requirements:—Relevant tertiary qualifications, preferably in natural sciences. A current motor vehicle driver's licence.

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

Enquiries to Denise Hay, phone (03) 6233 2808, email denise.hay@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
RESOURCE MANAGEMENT AND CONSERVATION
Wildlife Management

Wildlife Biologist (Monitoring and Surveillance) (702765).

Applications Close:—Friday, 14 March 2008.

Salary:—\$40,547–\$59,573 per annum.

Professional Employees Award, Level 1.

Permanent full-time.

Location:—Hobart.

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

Duties:—As a professional practitioner, assist in the monitoring and surveillance of Native Animals, including the Tasmanian Devil.

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 Science or an equivalent qualification from a recognised tertiary institution.

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

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

Enquiries to Wayne Fletcher, phone (03) 6233 8246, email wayne.fletcher@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
WATER RESOURCES
Business Services Unit

Business Manager (330713).

Applications Close:—Friday, 14 March 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:—Support senior management of the Water Resources Division in the delivery of the Division's outputs in accordance with the Department's corporate policies and procedures. This includes providing high level advice and assistance on corporate management issues to the General Manager and the Divisional management team including the development and management of the Divisional budget together with managing and participating in the delivery of business and administrative services for the Division.

Desirable Requirements:—A formal qualification in Business or Commerce would be an advantage. A current motor vehicle drivers licence.

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

Enquiries to Jodie Murray, phone (03) 6233 6753, email jodie.murray@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
INLAND FISHERIES SERVICE

Field Assistant (Carp Management) (702727).

Applications Close:—Friday, 14 March 2008.

Salary:—\$34,648 per annum.

Operational Employees Award, Level 3.

Permanent full-time.

Location:—Lake Crescent Field Station.

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 rate.

Duties:—To assist with the management and eradication activities of the Carp Management Programme.

Desirable Requirements:—A current motor vehicle drivers licence.

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

Enquiries to Chris Wisniewski, phone (03) 6261 8055, email chriswi@ifs.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
Engineering

Teacher (Civil/Structural Engineering) (RE-ADVERTISED) (107196).

Applications Close:—Friday, 14 March 2008.

Salary:—\$44,085–\$65,971 per annum.

TAFE Teachers Award, Teacher.

Permanent full-time This is a permanent full-time role, however applicants interested in part-time employment are encouraged to apply, and may be considered.

Location:—South.

Applicants applying for part-time employment should clearly indicate the number of hours per week they wish to work.

Duties:—Responsible to the designated Team Leader for teaching and co-ordination duties as may be required.

Desirable Requirements:—A Degree, Associate Diploma or Advanced Diploma deemed appropriate to the teaching area and a minimum of 3 years relevant vocational or industrial experience, or other appropriate experience deemed relevant by the controlling authority. Certificate IV in 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 Robert Squires, Team Leader Engineering South, TAFE Tasmania, phone (03) 6233 7406, mobile 0408 504 207, email Robert.Squires@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.

TASMANIAN AUDIT OFFICE

OFFICE OF THE AUDITOR-GENERAL

Performance Audit Services

Senior Performance Analyst (TAO3203).

Applications Close:—Friday, 14 March 2008.

Salary:—\$71,331–\$76,763 per annum.

Professional Employees Award, Level 3.

Fixed-term full-time 12 months from date of commencement.

Location:—Hobart.

Your role is to be a team member producing Auditor-General special reports on efficiency and effectiveness of public sector entities. You are fully involved in the process from conception to publication.

You enjoy being a lateral-thinking self-starter who, with minimal direction, thrives on research and analysis. You establish sound working relationships with audit clients, colleagues and other stakeholders. Relying on your considerable professional experience you write influential, leading edge reports.

You have a commitment to work that is diverse and challenging. Likewise, you are committed to ongoing improvement and the application of professional standards.

Duties:—As a seasoned professional, this position works with section management to identify potential topics for performance auditing and the associated development of audit criteria and leads a team consisting of internal staff, contractors and external specialists, conducting these audits. The fact that each audit is unique presents challenges with regard to developing audit criteria, working to deadlines and budgets and producing reports supported by evidence and beyond dispute. The organisations under review usually have a high political and community profile and the incumbent is often required to interview senior management of the client as well as analysing systems and procedures on-site. The position involves preparing and making presentations to Parliamentarians and other stakeholders.

The position provides considerable freedom in terms of how and when audits performed or controlled by it are conducted and is held accountable for meeting budgets and schedules and assuring audits are conducted in accordance with audit standards, internal methodologies and consistent with quality requirements. The incumbent provides leadership and mentoring to Performance Auditors within the section.

Essential Requirements:—A tertiary qualification at degree level in a relevant discipline from a recognised tertiary institution and either three years supervised/mentored

practical or five years unsupervised experience in the relevant discipline.

Desirable Requirements:—Driver's Licence.

Demonstrate skills and experience in evaluation, researching and reporting.

Highly developed written communication skills including the proven ability to write and edit material of a high standard suitable for publication.

Enquiries to Geoff Driscoll, Senior Performance Analyst, Tasmanian Audit Office, 144 Macquarie Street Hobart, phone (03) 6226 0100, fax (03) 6226 0199, email Geoff.Driscoll@audit.tas.gov.au.

Applications to David Strong, General Manager, Strategy and Governance, Tasmanian Audit Office, G.P.O. Box 851 Hobart 7001, phone (03) 6226 0100, fax (03) 6226 0199, mobile 0407 873 485, email david.strong@audit.tas.gov.au.

THE PUBLIC TRUSTEE

ADMINISTRATION

Administrative Assistant (790159).

Applications Close:—Friday, 14 March 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—Burnie.

Duties:—As the first point of contact for The Public Trustee the administrative assistant provides a professional reception service to both telephone and face to face clients. This position also provides word processing and routine clerical services to support the management of estates and trusts and contributes to the achievement of team objectives.

Desirable Requirements:—The applicant selected for this position will have the ability to use technology, particularly excellent keyboard skills, a high level of oral and written communication skills and appropriate clerical experience and/or skills. They may have a general knowledge of basic and estate and trust management procedures, practices and regulations or the ability to quickly acquire such knowledge. They will have the ability to work effectively in a team environment and the capacity to adapt to and participate effectively in ongoing organisational improvement directed towards continually improving client service. Finally, they will have an understanding of contemporary workplace practices including a commitment to the principles of workplace diversity and workplace health and safety within the working environment.

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

Enquiries to Mike Brindley, North West Branch Manager, The Public Trustee, G.P.O. Box 138, Burnie Tas 7320, phone 6434 6411, email mbrindley@publictrustee.tas.gov.au.

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

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

TREASURY AND FINANCE
ECONOMIC AND FINANCIAL POLICY DIVISION
Economic Policy Branch

Policy Analyst (73250).

Applications Close:—Friday, 14 March 2008.
Salary:—\$49,523–\$51,357 per annum.
Administrative and Clerical Employees Award, Level 5.
Permanent full-time.
Location:—Hobart.

Duties:—The employee, as a member of the Economic and Financial Policy Division, will be required, both individually and as a member of a team, to undertake economic policy research and investigations into issues that are important to the Government and prepare correspondence, reports and submissions as directed.

In the context of the selection criteria, to be successful in the position applicants will:—demonstrate the ability to understand issues by drawing on a range of factual information, be able to communicate clearly and succinctly and demonstrate initiative and the ability to manage own output and work effectively in a team environment.

Desirable Requirements:—Relevant tertiary qualifications or progress thereto is desirable.

Enquiries to Josephine Westwood, Principal Policy Analyst, Economic Policy Branch, Department of Treasury and Finance, phone (03) 6233 6166, email josephine.westwood@treasury.tas.gov.au.

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

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

TREASURY AND FINANCE
ECONOMIC AND FINANCIAL POLICY DIVISION
Intergovernment and Financial Policy Branch

Policy Analyst (73257).

Applications Close:—Friday, 14 March 2008.
Salary:—\$53,188–\$55,020 per annum.
Administrative and Clerical Employees Award, Level 6.
Permanent full-time.
Location:—Hobart.

Duties:—Working both individually and as a member of a small team the Policy Analyst, IGFP will undertake research, investigations and analysis on economic and financial issues to support the formulation of policy proposals and advice in relation to intergovernment and financial policy issues. In addition, the Policy Analyst will provide support to the State Grants Commission, which makes recommendations to the Treasurer concerning the distribution of Commonwealth financial assistance grants and identified local road funds to local government.

In the context of the selection criteria, to be successful in the position applicants will:—demonstrate the ability to research issues and identify problems and possible solutions, be able to communicate precisely and succinctly to internal and external stakeholders and demonstrate initiative when undertaking research and investigation, in the context of the direction and guidance provided by the supervisor.

Desirable Requirements:—Relevant tertiary qualifications or progress thereto is desirable.

Enquiries to Alex Tay, Assistant Director, Intergovernment and Financial Policy Branch, Department of Treasury and

Finance, phone (03) 6233 8819, email alex.tay@treasury.tas.gov.au.

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

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

TREASURY AND FINANCE
ECONOMIC AND FINANCIAL POLICY DIVISION
Intergovernment and Financial Policy Branch

Senior Policy Analyst (720056).

Applications Close:—Friday, 14 March 2008.
Salary:—\$56,854–\$60,476 per annum.
Administrative and Clerical Employees Award, Level 7.
Permanent full-time.
Location:—Hobart.

Duties:—Working both individually and as a member of a small team the Senior Policy Analyst will undertake economic and financial policy research and investigations to support the formulation of policy proposals and advice in relation to State taxation and related revenue matters.

In the context of the selection criteria, to be successful in the position applicants will:—demonstrate the ability to research issues and identify possible problems and solutions be able to communicate precisely and succinctly to internal and external stakeholders and demonstrate initiative when undertaking research and investigation in the context of the direction and guidance provided by the supervisor.

Desirable Requirements:—Relevant tertiary qualifications, or substantial progress thereto, is desirable.

Enquiries to Dean Burgess, Assistant Director, Intergovernment and Financial Policy Branch, Department of Treasury and Finance, phone (03) 6233 3538, email dean.burgess@treasury.tas.gov.au.

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

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

TREASURY AND FINANCE
REVENUE, GAMING AND LICENSING DIVISION
Revenue Branch

Client Services Officer (723471).

Applications Close:—Friday, 14 March 2008.
Salary:—\$34,648–\$37,378 pro rata.
Administrative and Clerical Employees Award, Level 2.
Permanent part-time 22.05 hours per week.
Location:—Hobart.

Duties:—As an individual or as a member of a team, support the administration of State taxation legislation to ensure efficient and effective collection of revenue and the payment of grants.

In the context of the selection criteria, to be successful in the position applicants will:—demonstrate a stakeholder focus, have good liaison skills, possess good communication skills and have sound computer skills.

Enquiries to Chris Sullivan, Team Leader, Revenue

Operations, Revenue Branch, Department of Treasury and Finance, phone (03) 6233 2575, email chris.sullivan@treasury.tas.gov.au.

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

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

TREASURY AND FINANCE

REVENUE, GAMING AND LICENSING DIVISION

Revenue Branch

Revenue Officer (723470).

Applications Close:—Friday, 14 March 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Hobart.

Duties:—As an individual or as a member of a team, administer State taxation legislation to ensure efficient and effective collection of revenue and payment of grants.

To oversee and undertake the financial processing and management aspects of the section.

In the context of the selection criteria, to be successful in the position applicants will:—demonstrate an excellent stakeholder focus, possess good liaison skills, have skills in the financial, analytical and judgment areas, have strong organisational skills and possess sound computer skills.

Enquiries to Chris Sullivan, Team Leader, Revenue Operations, Revenue Branch, Department of Treasury and Finance, phone (03) 6233 2575, email chris.sullivan@treasury.tas.gov.au.

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

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

Staff Movements

Resignation of Permanent Employees

Agency	Position No. and Title	Occupant's Name	Date Effective
Education	953924 Teacher Aide General	S. Harwood	01.01.08
Education	952398 Educational Interpreter	B. Webb	15.06.07
Education	201028 Teacher	G. Peters	06.02.08
Education	953516 Teacher Aide General	M. Garrigan	31.01.08
Education	952038 Teacher Aide	V. Beswick	21.12.07
Health & Human Services	516105 Statewide Senior Quality and Safety Consultant	K. McDonald	15.02.08
Health & Human Services	511675 Senior Disability Officer	K. Fitzallen	15.02.08
Health & Human Services	500687 Carpenter	C. Lowe	15.02.08
Health & Human Services	500667 Senior Electrician	L. Jacques	15.02.08
Health & Human Services	511589a Enrolled Nurse	K. Barwick	15.02.08
Health & Human Services	504659 Staff Specialist (DEM)	E. Merfield	19.02.08
Health & Human Services	503595 Medical Orderly	R. Miller	15.02.08
Health & Human Services	508098 Medical Orderley	A. C. Lockwood	19.02.08
Health & Human Services	515830 Disability Worker	C. Draper	15.02.08
Justice	354832 Desktop and Helpdesk Support Officer	D. Harwood	04.03.08
Justice	355104 Legal Secretary	R. Krinks	22.02.08
Police & Emergency Management	001169 Clerk, Burnie Division, Western District	M. Gillett	22.02.08
Primary Industries & Water	702278 Project Officer (Business Processes)	S. Raspin	22.02.08
Primary Industries & Water	702486 Policy Analyst	P. Trott	22.02.08
TAFE Tasmania	330308 Technical Employee	S. Prendergast	23.01.08
TAFE Tasmania	330116 Team Leader	J. Karagiannakis	29.01.08
TAFE Tasmania	331325 Teacher	D. Freeman	01.02.08
TAFE Tasmania	331112 Teacher	L. Segger	26.02.08
The Public Trustee	790141 Senior Trust Officer	E. Smith	20.02.08

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	203868 Teacher	B. Schimanski	6 months	11.02.08
Education	963316 Administrative Officer	S. Tremayne	6 months	19.01.08
Education	954544 School Library Technician	S. Beattie	6 months	13.02.08
Education	963373 Administration Officer	A. Kentwell	6 months	14.01.08
Education	981262 School Library Technician	S. Johnston	6 months	13.02.08
Education	951293 Licensing Officer	A. Reid	6 months	18.02.08
Education	951194 Licensing Officer	J. Cole	6 months	18.02.08
Education	300510 School Attendant	C. Bradshaw	6 months	30.01.08
Education	953967 Administrative Officer	R. Kalbfell	6 months	18.01.08
Education	952883 School Executive Officer	V. Wiggins	6 months	18.02.08
Education	962655 School Attendant	D. Shepherd	6 months	14.02.08
Education	203358 Principal	E. Brient	-	14.01.08
Education	200290 Teacher	T. Nicholls	-	11.02.08
Education	200599 Teacher	D. Raw	-	01.01.08
Education	960233 Teacher	M. Hamilton	-	21.12.07
Education	958998 Teacher	M. Scott	-	21.12.07
Environment, Parks, Heritage & the Arts	706088 Team Leader Abor	J. Romanski	6 months	18.02.08
Health & Human Services	502563 Enrolled Nurse	D. Wescombe	6 months	25.02.08
Health & Human Services	502563 Enrolled Nurse	R. Hookway	6 months	25.02.08
Health & Human Services	510122 Support Services Officer	D. Douglas	6 months	18.02.08
Health & Human Services	502004 Attendant	R. Gardner	6 months	25.02.08
Health & Human Services	502007 Attendant	E. Self	6 months	25.02.08
Health & Human Services	501999 Attendant	T. Symons	6 months	25.02.08
Health & Human Services	502001 Attendant	S. Jensen	6 months	25.02.08
Health & Human Services	511253 House Services Assistant	K. Hamilton	6 months	24.02.08
Health & Human Services	517441 House Services Assistant	M. Todorovic	6 months	24.02.08
Health & Human Services	508336 Administrative Assistant	M. Ludbey	6 months	18.02.08
Health & Human Services	507964 Food Services Officer	K. Dance	6 months	18.02.08
Health & Human Services	513294 Senior Communication and Marketing Consultant	T. Burton	6 months	14.02.08
Health & Human Services	500629 Business Analyst	J. Knight	6 months	14.02.08
Health & Human Services	508298 Physiotherapist	K. Edney	6 months	18.02.08
Health & Human Services	516833 Specialised Medical Orderly	S. White	6 months	18.02.08
Health & Human Services	516839 Specialised Medical Orderly	W. Wattenberg	6 months	18.02.08
Health & Human Services	516842 Specialised Medical Orderly	A. Norman	6 months	18.02.08
Health & Human Services	516845 Specialised Medical Orderly	D. Rossendell	6 months	18.02.08
Health & Human Services	516846 Specialised Medical Orderly	G. Chilcott	6 months	18.02.08
Health & Human Services	516847 Specialised Medical Orderly	P. Walsh	6 months	18.02.08
Health & Human Services	516080 Executive Assistant	A. Smith	6 months	25.02.08
Justice	356038 Policy Officer Planning	M. McIver	six months	25.02.08
Police & Emergency Management	001027 Clerk, Information Services, Operations Support	K. Berry	6 months	18.02.08
Primary Industries & Water	701884 Graduate Information Management Officer	J. Smith	6 months	18.02.08
Primary Industries & Water	25903 Section Head (Water Allocation and Management)	A. Greenwood	6 months	18.02.08
Primary Industries & Water	700495 Client Service Officer	M. Cacic	6 months	03.03.08
Primary Industries & Water	701300 Geographic Information Systems Officer	M. Webb	6 months	11.03.08

Permanent Appointments (Continued)

Treasury & Finance	724079 Senior Communications Officer	S. Calladine	6 months	25.02.08
TAFE Tasmania	000611 Teacher	W. Banks	6 months	29.01.08
TAFE Tasmania	000620 Administrative Assistant	S. Plain	6 months	29.01.08
TAFE Tasmania	000612 Teacher	A. Scott	6 months	29.01.08
TAFE Tasmania	000610 Teacher	C. Shaw	6 months	29.01.08
TAFE Tasmania	331122 Teacher	K. Sushames	6 months	29.01.08
TAFE Tasmania	322922 Customer Services Officer	K. Hobman	6 months	30.01.08
TAFE Tasmania	331416 Teacher	S. Jones	6 months	04.02.08
TAFE Tasmania	331069 Teacher	A. Strating	6 months	04.02.08
TAFE Tasmania	330940 Teacher	K. Sanderson	6 months	05.02.08
TAFE Tasmania	331457 Teacher	C. Lencz	6 months	05.02.08
TAFE Tasmania	331228 Teacher	G. Dunn	6 months	07.02.08
TAFE Tasmania	000625 Teacher	A. Hough	6 months	11.02.08
TAFE Tasmania	322925 Library Technician	P. Scammell	6 months	12.02.08

Fixed-term Appointments of Greater than 12 Months

<i>Agency</i>	<i>Position Number and Position Title</i>	<i>Occupant's Name</i>	<i>Probation Period</i>	<i>Duration</i>
Environment, Parks, Heritage & the Arts	706205 Administrative Trainee	J. Gregory	16 weeks	2 years
Environment, Parks, Heritage & the Arts	706030 Senior Engineer Asset Services	T. Chappell	16 weeks	2 years
Primary Industries & Water	701844 Conservation Management Officer	L. Pullen	8 weeks	16 months
Primary Industries & Water	701958 Senior Vaccine Officer (Research and Development)	R. Morrison	16 weeks	2 years
Primary Industries & Water	702669 Field Officer (Fox Eradication Program)	A. Landells	8 weeks	16 months
Primary Industries & Water	702677 Field Officer (Fox Eradication Program)	J. Dowde	8 weeks	16 months
Primary Industries & Water	702471 Project Assistant	G. Brown	16 weeks	2 years
Primary Industries & Water	702318 Project Assistant	S. Marshall	n/a	2 years

Retirement of Permanent Employees

<i>Agency</i>	<i>Position No. and Title</i>	<i>Occupant's Name</i>	<i>Date Effective</i>
Education	654032 Library Technician	S. Taylor	25.01.08
Education	209315 Teacher	P. Rodwell	21.12.07
Education	952147 Library Technician	R. Baird	26.10.07
Education	200186 Teacher	W. McBride	14.12.07
Health & Human Services	512884 Community Health Nurse	E. Crewe	16.02.08
Police & Emergency Management	002288 Senior Forensic Scientist, Forensic Science Service Tasmania	A. Stumpers	22.02.08
TAFE Tasmania	322483 Librarian	N. Tuan	30.01.08
TAFE Tasmania	321432 Teacher	J. Best	01.02.08
TAFE Tasmania	102353 Teacher	R. de Boer	15.02.08
TAFE Tasmania	321535 Support Services Worker	J. Dunham	20.02.08
TAFE Tasmania	330721 Teacher	B. Alting Van Geusau	21.02.08

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	963046 Computer Systems Officer	C. Skilbeck	Education	962395 IT Consultant	18.03.08
Education	951059 Web Publishing Officer	N. Hind	Education	962451 Co-ordinator Information Services	29.01.08
Education	960338 Senior IT Support Officer	S. Honson	Education	951274 IT Consultant	28.01.08
Education	202293 Teacher	J. Bowes	Education	204573 Advanced Skills Teacher	12.02.08
Education	203703 Advanced Skills Teacher	M. Bennell	Education	950309 Assistant Principal	11.02.08
Education	961157 Teacher	M. Morgan	Education	203704 Advanced Skills Teacher	11.02.08
Health & Human Services	513438 Deputy Manager Physiotherapy	A. Goslin	Health & Human Services	505472 Manager Community Physiotherapy Service	03.03.08
Health & Human Services	514385 IT Consultant (Networking)	M. Campbell	Health & Human Services	517259 Senior Applications Consultant, Statewide Medicines Management	25.02.08
Health & Human Services	508240 Occupational Therapist	A. Browne	Health & Human Services	514414 Senior Occupational Therapist (ACET)	18.02.08
Justice	355285 Policy Officer	P. Shirley	Health & Human Services	515351 Executive Officer	03.03.08
Economic Development & Tourism	341041 Interpretation Officer	A. McGown	Health & Human Services	513992 Communication and Marketing Consultant	14.02.08
Health & Human Services	501985 Attendant	N. Charles	Health & Human Services	502009 Attendant	25.02.08
Health & Human Services	514749 Clinical Nurse	A. Galvin-Ridge	Health & Human Services	504237 Clinical Nurse Consultant/Day Procedure Unit	24.02.08
Health & Human Services	508516 Customer Service Officer	S. Oakley	Health & Human Services	510004 Admissions Officer	18.02.08
Health & Human Services	510827 Holding Position	K. Wilmot	Health & Human Services	510353 Senior Neurophysiology Scientist (510353)	14.02.08
Health & Human Services	503896 Registered Nurse Level 1	K. Pinner	Health & Human Services	503873 Registered Nurse Level 2	23.03.08
Health & Human Services	503902 Registered Nurse Level 1	S. Harper	Health & Human Services	503873 Registered Nurse Level 2	23.03.08
Health & Human Services	510115 Support Services Officer	R. Kwongwah	Health & Human Services	516848 Specialised Medical Orderly	18.02.08
Health & Human Services	508110 Medical Orderly	A. McGee	Health & Human Services	516840 Specialised Medical Orderly	18.02.08
Health & Human Services	516738 Medical Orderly	M. Davie	Health & Human Services	516837 Specialised Medical Orderly	18.02.08
Health & Human Services	508116 Medical Orderly	C. Hurd	Health & Human Services	516836 Specialised Medical Orderly	18.02.08
Health & Human Services	510786 Medical Orderly	W. Schmidt	Health & Human Services	516844 Specialised Medical Orderly	18.02.08
Health & Human Services	508119 Medical Orderly	A. Rattenbury	Health & Human Services	516843 Specialised Medical Orderly	18.02.08
Health & Human Services	508107 Medical Orderly	S. Cooper	Health & Human Services	516832 Specialised Medical Orderly	18.02.08
Health & Human Services	508099 Medical Orderly	M. Howlett	Health & Human Services	516835 Specialised Medical Orderly	18.02.08
Health & Human Services	508098 Medical Orderly	A. Lockwood	Health & Human Services	516838 Specialised Medical Orderly	18.02.08
Health & Human Services	508095 Medical Orderly	D. Bryce	Health & Human Services	516831 Specialised Medical Orderly	18.02.08

Promotion of Permanent Employees (Continued)

Health & Human Services	508090 Medical Orderly	M. Dodge	Health & Human Services	516834 Specialised Medical Orderly	18.02.08
Health & Human Services	508076 Medical Orderly	C. Neal	Health & Human Services	516841 Specialised Medical Orderly	18.02.08
Health & Human Services	510607 Ambulance Officer	L. Ferguson	Health & Human Services	510660 Branch Station Officer	04.02.08
Health & Human Services	500866 Alcohol and Other Drug Worker	S. Richardson	Health & Human Services	516654 Team Leader, Alcohol and Drug Service	06.02.08
Health & Human Services	514199 Co-ordinator Assessment	J. Rayner	Health & Human Services	501494 Senior Practice Consultant	25.02.08
Primary Industries & Water	340304 Manager (Geodata Services)	M. Harding	Primary Industries & Water	702693 Manager (Geodata Services)	21.02.08
Treasury & Finance	723250 Policy Analyst	A. Hawkes	Treasury & Finance	72338 Senior Policy Analyst	20.02.08
TAFE Tasmania	330562 Business Solutions Coordinator	K. O'Keefe	TAFE Tasmania	331531 Teacher	24.01.08

Transfer of Permanent Employees

<i>Agency</i>	<i>Position No. Title</i>	<i>Occupants Name</i>	<i>New Agency</i>	<i>New Position No. and New Title</i>	<i>Date of Movement</i>
Treasury & Finance	723824 Principal Human Resources Officer	K. McKibben	Primary Industries & Water	702485 Senior Consultant (HRM)	25.02.08

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