



# TASMANIAN STATE SERVICE NOTICES

PUBLISHED BY  
AUTHORITY  
ISSN 0039-9795

WEDNESDAY 6 FEBRUARY 2008

OVER THE COUNTER  
SALES \$1.10  
INCLUDING G.S.T.

## CONTENTS

VACANCIES—	
Economic Development .....	182
Education .....	182
Health and Human Services .....	184
Infrastructure, Energy and Resources .....	193
Justice .....	194
Police and Emergency Management .....	195
Primary Industries and Water .....	198
The Public Trustee .....	201
Tourism, Arts and the Environment .....	201
Treasury and Finance .....	202
TASMANIAN STATE GOVERNMENT SENIOR EXECUTIVE SERVICE—	
Tourism, Arts and the Environment .....	202
STAFF MOVEMENTS—	
Appointments .....	203
Promotions .....	204
Resignations .....	203, 204
Retirements .....	204

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](http://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](http://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](http://www.jobs.tas.gov.au) site or the enquiries person. Application forms are available from the [www.jobs.tas.gov.au](http://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](http://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](mailto: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](http://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](http://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](mailto: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

## FOOD, MANUFACTURING AND ICT

**Executive Assistant (424345).**

Applications Close:—Friday, 22 February 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Hobart.

Duties:—Manage the operation of the office of the General Manager Food, Manufacturing and ICT including information systems and work procedures. Ensure a comprehensive and high level of executive assistance and support to the General Manager and other divisional staff as required. Provide clerical advice and support to staff relating to work practices and procedures.

Enquiries to Julie Bellette, Executive Officer, Department of Economic Development, phone (03) 6233 5845, email [Julie.Bellette@development.tas.gov.au](mailto:Julie.Bellette@development.tas.gov.au).

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

## Budget and Resource Services

**Budget Officer (590296).**

Applications Close:—Friday, 22 February 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Fixed-term part-time 29.4 hours per fortnight from 3 March 2008 to 3 September 2008.

Location:—Hobart.

Description of the role:—Provide specialist financial advice and support to the Senior Budget Analyst and other senior staff of the Division on the conduct of assigned financial programmes managed by the Branch. Liaise with schools, budget centres and external funding providers on financial programmes and their management.

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.

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 Francesca Bone, phone (03) 6233 7127, email [francesca.bone@education.tas.gov.au](mailto:francesca.bone@education.tas.gov.au).

Enquiries to Paul Daniels, Department of Education, 116 Bathurst Street, phone (03) 6233 7092, email [paul.daniels@education.tas.gov.au](mailto:paul.daniels@education.tas.gov.au).

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

## EDUCATION

## CORPORATE SERVICES

*Information and Technology Services*

## Application Support and Development

**IT Consultant (962448).**

Applications Close:—Friday, 22 February 2008.

Salary:—\$64,096–\$67,714 per annum.

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

Permanent full-time.

Location:—Hobart.

Description of the Role:—Undertake consultancies in information technology in one or more of the following areas:—technical support of IT infrastructure including desktop PC equipment and associated information technology peripherals, networking equipment and servers, software support and development projects, client support and consultancy and planning.

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

**Desirable Requirements:**—Appropriate post secondary qualification and/or industry experience relevant to the position. At least three years experience in the delivery of IT support and infrastructure services. A current drivers 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 Greg Curtis, Department of Education, phone (03) 6233 6931, email greg.curtis@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

##### *Programmes—Students*

##### Aboriginal Education Unit

#### **Aboriginal Education Officer—2 Vacancies.**

Applications Close:—Friday, 15 February 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Vacancy No. 963193.

Permanent full-time.

Location:—Learning Services (South).

Vacancy No. 951821.

Permanent full-time.

Location:—Learning Services (North).

Please note the following amendments to this advertisement:—Position number 963193 Aboriginal Education Officer is based in the South of the state.

Position number 951821 Aboriginal Education Officer is based in the North of the state.

**Description of the Role:**—To assist school communities to improve the participation rate of aboriginal students from Grade 7 to 10 through the provision of culturally sensitive support to students, families/carers, and the community. Provide programme/project support.

**Essential Requirements:**—Aboriginality. The State Service Commissioner has determined that this is an Aboriginal Identified position and it will be filled in accordance with the Ministerial Direction No 12:—Aboriginal and Torres Strait Employment in the Tasmanian State Service. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for:—crimes of violence, sex related offences, serious drug offences.

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

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

For a copy of the Statement of Duties please contact Carla Jennings phone (03) 6233 7917 email carla.jennings@education.tas.gov.au.

Enquiries to Greg Lehman, Department of Education, phone (03) 6233 7187, email greg.lehman@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

##### *Programmes—Students*

##### Aboriginal Education Unit

#### **Aboriginal Education Officer, WITHDRAWN—2 Vacancies.**

Applications Close:—Friday, 15 February 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Vacancy No. 963193.

Permanent full-time.

Location:—Learning Services (North).

Vacancy No. 951821.

Permanent full-time.

Location:—Learning Services (North).

**Description of the Role:**—To assist school communities to improve the participation rate of aboriginal students from Grade 7 to 10 through the provision of culturally sensitive support to students, families/carers, and the community. Provide programme/project support.

**Essential Requirements:**—Aboriginality. The State Service Commissioner has determined that this is an Aboriginal Identified position and it will be filled in accordance with the Ministerial Direction No 12: Aboriginal and Torres Strait Employment in the Tasmanian State Service. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for: Crimes of violence, sex related offences, serious drug offences.

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

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

For a copy of the Statement of Duties please contact Carla Jennings phone (03) 6233 7917 email [carla.jennings@education.tas.gov.au](mailto:carla.jennings@education.tas.gov.au)

Enquiries to Greg Lehman, Department of Education, phone (03) 6233 7187, email [greg.lehman@education.tas.gov.au](mailto:greg.lehman@education.tas.gov.au).

Applications to HR Services 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](mailto:recruitment@education.tas.gov.au).

## HEALTH AND HUMAN SERVICES

### ACUTE HEALTH SERVICES

#### *Acute Care Strategies and Reform*

#### **Principal Policy Analyst Intergovernmental Relations (512164).**

Applications Close:—Friday, 22 February 2008.

Salary:—\$76,007 per annum.

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

Permanent full-time daywork.

Location:—Hobart.

Duties:—To provide high level strategic policy advice to the Director, Acute Care Strategies and Reform and the Deputy Secretary, Secretary and Minister on economic and financial relationships between Tasmania and the Commonwealth, other States, Private Health Insurers and Service Providers, and the implications for service delivery. To contribute to the management of intergovernmental relations relevant to the Acute Health Services Group by analysis, assessment and participation in negotiation of Commonwealth/State Health funding arrangements, including the Australian Health Care Agreement. To co-ordinate the licensing of private hospitals and private ambulance services and participate in reviews of legislation in relation to licensing and provide strategic advice to the Minister on licensing issues.

Desirable Requirements:—Demonstrated high level ability to undertake policy and service development, analysis and review, research and evaluation. Proven high level knowledge and understanding of Commonwealth/State relations in health and human services and of respective roles in relation to health funding arrangements, private health sector, health insurance arrangements and resource allocation. Demonstrated knowledge and understanding of regulatory and licensing frameworks for health care services and the legislative processes in the development of draft legislation.

Enquiries to Michael Pervan, Department of Health and Human Services, phone (03) 6233 3247, email [michael.pervan@dhhs.tas.gov.au](mailto:michael.pervan@dhhs.tas.gov.au).

You are encouraged to apply online at [www.jobs.tas.gov.au](http://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.

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

### ACUTE HEALTH SERVICES

#### *Launceston General Hospital*

#### **Enrolled Nurses (Launceston General Hospital) (various).**

Applications Close:—Friday, 22 February 2008.

Salary:—\$40,040–\$43,433 pro rata.

Nurses (TPS) Award, Enrolled Nurse.

Permanent full-time and permanent part-time vacancies are available.

Location:—Various Wards/Units within the Launceston General Hospital.

**Specialist Clinics:**—Permanent, part-time, shift work vacancies are available.

Contact: Jan Coull on (03) 6348 7198 or email [jan.coull@dhhs.tas.gov.au](mailto:jan.coull@dhhs.tas.gov.au).

**Operating Room Suite:**—Permanent, full-time, day work and permanent, part-time, day work vacancies are available.

Contact: Ross Mace on (03) 6348 7609 or email [rspace@dhhs.tas.gov.au](mailto:rspace@dhhs.tas.gov.au).

**Ward 5B (Orthopaedics):**—One permanent, part-time, shift work vacancy is available.

Contact: Ian Waterhouse on (03) 6348 7634 or email [ian.waterhouse@dhhs.tas.gov.au](mailto:ian.waterhouse@dhhs.tas.gov.au).

**Ward 4D (Medical):**—Permanent, full-time, shift work AND permanent, part-time, shift work vacancies are available.

Contact: Robyn Hayes on (03) 6348 7307 or email [robyn.hayes@dhhs.tas.gov.au](mailto:robyn.hayes@dhhs.tas.gov.au).

**Ward 6D (Medical):**—Permanent, part-time, shift work vacancies are available.

Contact: Kerry Leonard on (03) 6348 7329 or email [kerry.leonard@dhhs.tas.gov.au](mailto:kerry.leonard@dhhs.tas.gov.au).

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

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

You are encouraged to apply online at [www.jobs.tas.gov.au](http://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.

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

### ACUTE HEALTH SERVICES

#### *Launceston General Hospital*

#### **Registered Nurses (Launceston General Hospital) (various).**

Applications Close:—Friday, 22 February 2008.

Salary:—\$43,859–\$58,704 pro rata.

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

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

Location:—Various Wards/Units within the Launceston General Hospital.

**Intensive Care Unit:**—Permanent, part-time, shift work vacancies are available.

Contact: Jenny Parker on (03) 6348 7513 or email [jenny.parker@dhhs.tas.gov.au](mailto:jenny.parker@dhhs.tas.gov.au).

**Ward 4D (Medical):**—Permanent, part-time, shift work vacancies are available.

Contact: Robyn Hayes on (03) 6348 7307 or email [robyn.hayes@dhhs.tas.gov.au](mailto:robyn.hayes@dhhs.tas.gov.au).

**Holman Clinic:**—Permanent, part-time, shift work vacancies are available.

Contact: John Bertram on (03) 6348 7134 or email [john.bertram@dhhs.tas.gov.au](mailto:john.bertram@dhhs.tas.gov.au).



**Operating Room Suite:**—Permanent, part-time, shift work vacancies are available.

Contact: Ross Mace on (03) 6348 7609 or email [rspace@dhhs.tas.gov.au](mailto:rspace@dhhs.tas.gov.au)

**Day Procedure Unit:**—One permanent, part-time, shift work vacancy is available.

Contact: Annette Galvin-Ridge on (03) 6348 8723 or email [annette.galvin-ridge@dhhs.tas.gov.au](mailto:annette.galvin-ridge@dhhs.tas.gov.au).

**Ward 5A (Surgical):**—Permanent, part-time, shift work vacancies are available.

Contact: Andrea Tiffin on (03) 6348 7846 or email [andrea.tiffin@dhhs.tas.gov.au](mailto:andrea.tiffin@dhhs.tas.gov.au).

**Ward 5B (Orthopaedics):**—Permanent, part-time, shift work vacancies are available.

Contact: Ian Waterhouse on (03) 6348 7634 or email [ian.waterhouse@dhhs.tas.gov.au](mailto:ian.waterhouse@dhhs.tas.gov.au).

**Ward 4O/4B (Women's and Children's Services), Registered Midwives:**—Permanent, full-time, shift work AND permanent, part-time, shift work vacancies are available.

Contact: Veronica Wood on (03) 6348 8948 or email [veronica.wood@dhhs.tas.gov.au](mailto:veronica.wood@dhhs.tas.gov.au).

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

**Essential Requirements:**—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.

You are encouraged to apply online at [www.jobs.tas.gov.au](http://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.

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

### ACUTE HEALTH SERVICES

#### *Launceston General Hospital*

#### **Seamstress (517482).**

Applications Close:—Friday, 22 February 2008.

Salary:—\$36,936–\$37,478 pro rata.

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

Permanent part-time day work, working 53.2 hours per fortnight.

Location:—Linen/Boiler House.

**Duties:**—To co-ordinate and participate in the cost effective production and repair of linen and clothing for the Northern Tasmanian Linen Service.

**Desirable Requirements:**—Demonstrated experience in the use of industrial sewing and cutting equipment, together with a sound knowledge in the manufacture and fitting of staff uniforms and items of clothing. Experience in, or the ability to gain knowledge and understanding in all aspects of the processing of laundry, including the capacity to competently operate large commercial laundry equipment. A very good understanding and commitment to occupational health and safety guidelines and the ability to follow and apply these guidelines in the workplace. Well-developed written and verbal

communication skills. Certificate III in Clothing Production or similar, or the ability to gain the same.

Enquiries to Tony Burgess, Department of Health and Human Services, phone (03) 63487934, email [tony.burgess@dhhs.tas.gov.au](mailto:tony.burgess@dhhs.tas.gov.au).

You are encouraged to apply online at [www.jobs.tas.gov.au](http://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.

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

### ACUTE HEALTH SERVICES

#### *North West Regional Hospital*

#### **Enrolled Nurses (North West Regional Hospital) (Various).**

Applications Close:—Friday, 22 February 2008.

Salary:—\$40,040–\$43,433 pro rata.

Nurses (TPS) Award, Enrolled Nurse.

Permanent full-time shift work vacancies available.

Location:—Medical Ward and Operating Suite at the North West Regional Hospital.

Medical Ward:—One permanent, full-time, shift work vacancy is available.

Contact: Penny Bligh on (03) 6430 6568 or email [penny.bligh@dhhs.tas.gov.au](mailto:penny.bligh@dhhs.tas.gov.au).

Operating Suite:—Two permanent, full-time, shift work vacancies are available.

Contact: Bill Kerr on (03) 6430 6650 or email [william.kerr@dhhs.tas.gov.au](mailto:william.kerr@dhhs.tas.gov.au).

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

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

You are encouraged to apply online at [www.jobs.tas.gov.au](http://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.

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

### ACUTE HEALTH SERVICES

#### *North West Regional Hospital*

#### **Food Services Supervisor (502024).**

Applications Close:—Friday, 22 February 2008.

Salary:—\$45,244 per annum.

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

Permanent full-time day work.

Location:—Physical Resources/Hotel Services.

**Duties:**—To assist with the day to day management and supervision of catering services to patients, visitors and staff of the Hospital.

**Desirable Requirements:**—Extensive experience and understanding of Food Service supervision including detailed

working knowledge of cook-chill-fresh methods of meal production and distribution preferably in a hospital situation. Trade Certificate in Cookery and tertiary qualifications in Catering Management or similar from an approved institution would be a definite advantage. Demonstrated capacity in all aspects of staff management in a large and diverse area including supervisory skills and capacity to train and review the performance of staff. Well-developed communication skills including the capacity to liaise and negotiate effectively with a wide range of staff and clients.

Enquiries to Darryl Morrison, Department of Health and Human Services, phone (03) 64306622, email darryl.morrison@dhhs.tas.gov.au.

You are encouraged to apply online at [www.jobs.tas.gov.au](http://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.

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

### ACUTE HEALTH SERVICES

#### *North West Regional Hospital*

#### **Pharmacy Dispensary Assistant (501812).**

Applications Close:—Friday, 22 February 2008.

Salary:—\$38,464–\$41,681 pro rata.

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

Fixed-term part-time day work, working 38 hours per fortnight. To commence as soon as possible until 24 October 2008.

Location:—Clinical Services-Pharmacy.

Duties:—To assist professional staff in providing a comprehensive pharmaceutical service to patients and other clients of the hospital, and to other Divisions within the Agency in the North West Region including hospitals with contractual agreements.

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 in the following areas:—crimes of violence, sex related offences serious drug offences and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Amber Roberts, Department of Health and Human Services, phone (03) 64306717, email [amber.roberts@dhhs.tas.gov.au](mailto:amber.roberts@dhhs.tas.gov.au).

You are encouraged to apply online at [www.jobs.tas.gov.au](http://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.

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

### ACUTE HEALTH SERVICES

#### *North West Regional Hospital*

#### **Registered Nurses (North West Regional Hospital) (various).**

Applications Close:—Friday, 22 February 2008.

Salary:—\$43,859–\$58,704 pro rata.

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

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

Location:—Medical Ward, Department of Emergency Medicine, and Operating Suite at the North West Regional Hospital.

**Medical Ward:**—Permanent, full-time, shift work AND permanent, part-time (working 32 hours per fortnight) shift work vacancies are available.

Contact: Penny Bligh on (03) 6430 6568 or email [penny.bligh@dhhs.tas.gov.au](mailto:pbligh@dhhs.tas.gov.au).

**Emergency Medicine:**—Permanent, full-time, shift work and permanent, part-time (working 40 hours per fortnight) shift work vacancies are available.

Contact: Jan Robinson on (03) 6430 6637 or email [jan.robinson@dhhs.tas.gov.au](mailto:jan.robinson@dhhs.tas.gov.au).

**Operating Suite:**—Permanent, full-time shift work vacancies are available. One permanent, full-time shift work Registered Nurse, Level 2 vacancy is available, Salary \$60,828–\$65,071 per annum.

Contact: Bill Kerr on (03) 6430 6650 or email [william.kerr@dhhs.tas.gov.au](mailto:william.kerr@dhhs.tas.gov.au).

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

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

You are encouraged to apply online at [www.jobs.tas.gov.au](http://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.

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

### ACUTE HEALTH SERVICES

#### *Royal Hobart Hospital*

#### **Clinical Nurse—3 Vacancies.**

Applications Close:—Friday, 22 February 2008.

Salary:—\$60,828–\$65,071 per annum.

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

Vacancy No. 508528.

Permanent full-time shift work (fully rotational).

Location:—Clinical Services, Ward 1B North (General Medicine, Respiratory Medicine and Infectious Diseases).

Vacancy No. 508527.

Permanent full-time shift work (fully rotational).

Location:—Clinical Services, Ward 1B North (General Medicine, Respiratory Medicine and Infectious Diseases).

Vacancy No. 508526.

Permanent part-time shift work (fully rotational) 64 hours per fortnight (salary pro-rata).

Location:—Clinical Services, Ward 1B North (General Medicine, Respiratory Medicine and Infectious Diseases).

Duties:—Functions as an advanced clinical practitioner within the designated area and provides management support to the Clinical Nurse Manager/Nurse Manager 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 Sharee Davie, Department of Health and Human Services, phone (03) 6222 8562, email sharee.davie@dhhs.tas.gov.au.

You are encouraged to apply online at [www.jobs.tas.gov.au](http://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.

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

#### HEALTH AND HUMAN SERVICES

##### ACUTE HEALTH SERVICES

###### *Royal Hobart Hospital*

#### **Clinical Nurse, Coronary Care Unit/2DC (2 Vacancies) (517433 and 517434).**

Applications Close:—Friday, 22 February 2008.

Salary:—\$60,828–\$65,071 per annum.

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

Permanent full-time shift worker (fully rotational).

Location:—Coronary Care Unit/2DC- Royal Hobart Hospital.

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

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

Enquiries to Jenni Young, Department of Health and Human Services, phone (03) 6222 8351, email jenni.young@dhhs.tas.gov.au.

You are encouraged to apply online at [www.jobs.tas.gov.au](http://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.

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

#### HEALTH AND HUMAN SERVICES

##### ACUTE HEALTH SERVICES

###### *Royal Hobart Hospital*

#### **Clinical Nurse Consultant (501272).**

Applications Close:—Friday, 22 February 2008.

Salary:—\$69,869–\$74,792 pro rata.

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

Fixed-term full-time day work, commencing As soon as possible until 6 October 2008.

Location:—Sexual Health Services, North West region.

Duties:—Co-ordinate and provide a clinical consultancy service including education to individuals and groups in matters related to sexual health in the north-west of Tasmania.

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

Enquiries to Dr Maree O'Sullivan, Department of Health and Human Services, phone (03) 6233 3557, mobile 0400 856 0162, email maree.o'sullivan@dhhs.tas.gov.au.

You are encouraged to apply online at [www.jobs.tas.gov.au](http://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.

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

#### HEALTH AND HUMAN SERVICES

##### ACUTE HEALTH SERVICES

###### *Royal Hobart Hospital*

#### **Hospital Aide (508913).**

Applications Close:—Friday, 22 February 2008.

Salary:—\$34,059–\$34,606 per annum.

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

Permanent part-time daywork, 48 hour per fortnight.

Location:—Acute Nephrology, Royal Hobart Hospital.

Duties:—Carry out hospital aide duties under the supervision of the registered nurse in Acute Nephrology, level 4, B block. RHH. Maintain clean hygienic surrounding to facilitate the control of infection. Maintenance of basic ward equipment. Ensure patient confidentiality.

Desirable Requirements:—Demonstrated knowledge of the standards required to prevent infection. Demonstrated ability to communicate effectively with hospital staff and public. Ability and willingness to work as part of a team in promoting a harmonious work environment. Ability to monitor ward/unit stock and stores, ordering when appropriate.

Enquiries to Stephen Harris, Department of Health and Human Services, phone (03) 6222 5404, email stephen.harris@dhhs.tas.gov.au.

You are encouraged to apply online at [www.jobs.tas.gov.au](http://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.

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

#### HEALTH AND HUMAN SERVICES

##### ACUTE HEALTH SERVICES

###### *Royal Hobart Hospital*

#### **Professor of Nursing Practice Development (516762).**

Applications Close:—Friday, 22 February 2008.

Salary:—\$112,795 per annum.

Nurses (TPS) Award, Registered Nurse, Level 5, Grade 5.

Permanent full-time daywork.

Location:—Royal Hobart Hospital.

Royal Hobart Hospital and the University of Tasmania have agreed to collaborate in promoting the practice and teaching of clinical nursing.

Duties:—Provide strategic advice to the Royal Hobart Hospital Executive and the Principal Nurse Advisor, Department of Health and Human Services, on national and state directions in practice development and research, and opportunities to strengthen nursing workforce development in conjunction with strategic partners and centres of excellence. Provide effective leadership in the development and implementation of a sustainable programme of nursing and midwifery practice development and research at The Royal Hobart Hospital. Foster relationships and an environment that supports practice development and workforce objectives in line



with the strategic directions of the Department of Health and Human Services and the University of Tasmania. Establish and foster nursing professional development programmes to enrich and enhance nursing and midwifery clinical practice, leadership and management capacity. Stimulate and contribute to nursing practice development and health service innovation across the clinical services of Royal Hobart Hospital and associated Primary Health Services. Liaise with all nursing and midwifery University and VET training institutions to ensure that practice development initiatives are effectively integrated into the Hospital's clinical operations. Contribute to programme and course development to ensure the quality and relevance of practice development to clinical practice, and current and emerging health care needs. Ensure effective operational management including budget and resource management of nurse education and research activities. Promote the Royal Hobart Hospital and The University of Tasmania to create public visibility and professional recognition within the health/nursing sectors at state, national and international levels.

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

Enquiries to Susan Price, Department of Health and Human Services, phone (03) 6222 7885, email susan.price@dhhs.tas.gov.au.

You are encouraged to apply online at [www.jobs.tas.gov.au](http://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.

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

#### HEALTH AND HUMAN SERVICES

##### COMMUNITY HEALTH SERVICES

###### *Mental Health Services*

###### North West

#### **Clinical Nurse Specialist (515815).**

Applications Close:—Friday, 22 February 2008.

Salary:—\$69,312 per annum.

Nurses (TPS) Award, Clinical Nurse Specialist.

Permanent full-time daywork.

Location:—Spencer Clinic, North West Regional Hospital, Burnie.

Duties:—Provide expert knowledge and manage an advanced clinical practice framework for the management of patients with complex needs admitted to the Spencer Clinic. Within the multi-disciplinary team, develop, implement, co-ordinate and evaluate in-patient programmes and activities to improve patient outcomes. Actively participate in developing a clinical environment, which encourages and fosters a team management approach.

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.

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 in the following areas:—crimes of violence, sex related offences serious drug offences and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Linda Rose, Department of Health and Human Services, phone (03) 6430 6579, email linda.rose@dhhs.tas.gov.au.

You are encouraged to apply online at [www.jobs.tas.gov.au](http://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.

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

#### HEALTH AND HUMAN SERVICES

##### COMMUNITY HEALTH SERVICES

###### *Mental Health Services*

###### South

#### **Multi Skilled Domestics, WITHDRAWN—3 Vacancies.**

Applications Close:—Friday, 15 February 2008.

Salary:—\$34,059–\$34,606 per annum.

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

Vacancy No. 505091.

Permanent full-time shift work (set rotational).

Location:—Roy Fagan Centre, Lenah Valley.

Vacancy No. 505089.

Permanent part-time shift work (set rotational)  
38 hours per fortnight.

Location:—Roy Fagan Centre, Lenah Valley.

Vacancy No. 505089.

Permanent part-time shift work (set rotational), working  
38 hours per fortnight.

Location:—Roy Fagan Centre, Lenah Valley.

Duties:—The Multi Skilled Domestic undertakes general and high level cleaning duties within a designated team/service, assists the Team Unit Manager to maintain an optimal work environment and ensures 'Cook-Chill' meals are stored, re-heated and distributed in accordance with unit procedures.

Desirable Requirements:—Knowledge of and experience in general and high level cleaning procedures, or the ability to acquire knowledge as required.

A sound knowledge and understanding of 'cook-chill' procedures along with general food handling and food hygiene procedures.

Competence in Occupational Health and Safety, Infection Control and Continuous Quality Improvement.

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

Enquiries to Lois Booth, Department of Health and Human Services, phone (03) 6230 7557, email lois.booth@dhhs.tas.gov.au.

You are encouraged to apply online at [www.jobs.tas.gov.au](http://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.

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).



## HEALTH AND HUMAN SERVICES

## COMMUNITY HEALTH SERVICES

*Primary Health*

## North

**Hospital Aide (517512).**

Applications Close:—Friday, 22 February 2008.

Salary:—\$34,812–\$35,533 pro rata.

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

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

Location:—Georgetown Hospital and Community Centre.

Duties:—Assist nursing staff in the provision of daily care activities to patients within the George Town Hospital and Community Centre.

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

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

You are encouraged to apply online at [www.jobs.tas.gov.au](http://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.

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

## COMMUNITY HEALTH SERVICES

*Primary Health*

## North

**Manager Business Support Unit (507606).**

Applications Close:—Friday, 22 February 2008.

Salary:—\$79,629 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 11.

Permanent full-time daywork.

Location:—Primary Health, Business Support Unit, Launceston.

Duties:—This position is accountable to the Director Primary Health for managing the provision of integrated business management advice and strategic financial planning and providing advice on issues relating to business management, strategic planning and financial performance. Manage the resources of the Primary Health Business Support Unit including providing leadership and direction for members of the unit.

Desirable Requirements:—An extensive knowledge and understanding of contemporary financial management, budgeting procedures and government accounting practices, and capacity to provide advice to senior Managers. A demonstrated understanding of computerised financial control systems and the ability to maintain, develop and utilise same. High level of skills and knowledge and substantial experience in the management of financial, human and physical resources together with the ability to apply contemporary management techniques.

Enquiries to Pip Leedham, Department of Health and Human Services, phone (03) 6336 5590, email pip.leedham@dhhs.tas.gov.au.

You are encouraged to apply online at [www.jobs.tas.gov.au](http://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.

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

## COMMUNITY HEALTH SERVICES

*Primary Health*

## North

**Multi Skilled Domestic (507156).**

Applications Close:—Friday, 22 February 2008.

Salary:—\$34,059–\$34,606 pro rata.

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

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

Location:—Flinders Island Multi Purpose Centre.

Duties:—General cleaning duties within the confines of the Multi Purpose Centre, including washing, polishing, vacuuming, dusting. Assist the cook in preparation and serving of meals. Washing up of all kitchen utensils and general cleaning of equipment work area.

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

Enquiries to Sue Bucher, Department of Health and Human Services, phone (03) 6359 2122, email sue.bucher@dhhs.tas.gov.au.

You are encouraged to apply online at [www.jobs.tas.gov.au](http://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.

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

## COMMUNITY HEALTH SERVICES

*Primary Health*

## North

**Registered Nurse (513121).**

Applications Close:—Friday, 22 February 2008.

Salary:—\$43,859–\$58,704 pro rata.

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

Permanent part-time shiftwork, 40 hours per fortnight.

Location:—St. Helens Hospital.

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

Essential Requirements:—Must provide current practising certificate(s) as evidence of a right to practise as a Registered Nurse. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before

taking up the appointment, promotion or transfer. The following checks are to be conducted. Conviction check in the following areas:—crimes of violence, sex related offences serious drug offences and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Jude Sticher, Department of Health and Human Services, phone (03) 63765222, email [jude.sticher@dhhs.tas.gov.au](mailto:jude.sticher@dhhs.tas.gov.au).

You are encouraged to apply online at [www.jobs.tas.gov.au](http://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.

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Primary Health*

#### North West

#### ***Clinical Nurse (502371).***

Applications Close:—Friday, 22 February 2008.

Salary:—\$44,751–\$46,010 per annum.

Nurses (TPS) Award, Enrolled Nurse Level 2.

Permanent full-time shiftwork (fully rotational).

Location:—West Coast District Hospital, Queenstown.

Duties:—The West Coast District Hospital has 10 acute beds, 16 Residential Aged Care beds and 2 AandE beds. In accordance with Primary Health Care principles, Agency policies, legal requirements and professional competencies, the Clinical Nurse provides clinical leadership in all aspects of nursing care within the practice setting.

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

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

Enquiries to Karen Schnitzerling, Department of Health and Human Services, phone (03) 6472 2300, email [karen.schnitzerling@dhhs.tas.gov.au](mailto:karen.schnitzerling@dhhs.tas.gov.au).

You are encouraged to apply online at [www.jobs.tas.gov.au](http://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.

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Primary Health*

#### South

#### ***Non-Trade Cook/Domestic (506462).***

Applications Close:—Friday, 22 February 2008.

Salary:—\$34,812–\$35,533 per annum.

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

Permanent part-time shift work (fully rotational) working 64 hours per fortnight.

Location:—Esperance Multi Purpose Centre, Dover.

Duties:—To provide a high standard of food and cleaning service to all customers. To participate in conducting relevant audits within the kitchen/cleaning environment as per food safety plan, continuous quality improvement programme and legislative 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 in the following areas:—crimes of violence, sex related offences serious drug offences and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Christine Bodger, Department of Health and Human Services, phone (03) 6298 9200, email [christine.bodger@dhhs.tas.gov.au](mailto:christine.bodger@dhhs.tas.gov.au).

You are encouraged to apply online at [www.jobs.tas.gov.au](http://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.

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Statewide Specialist Services*

#### Alcohol and Drugs Service (North)

#### ***Clinical Nurse, Pharmacotherapy North West (517275).***

Applications Close:—Friday, 22 February 2008.

Salary:—\$60,828–\$65,071 per annum.

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

Permanent full-time day work.

Location:—Alcohol and Drug (North West).

Duties:—The Clinical Nurse will work as part of a multi-disciplinary team to provide quality treatment and specialist interventions, specifically pharmacotherapy, for individuals who may be physically and or psychologically dependant on legal and or illegal substances. Practice in accordance with Government Legislation and Regulations, Primary Health Care Principles and Alcohol and Drug Service policies. The position required a capacity to work collaboratively with other agencies, health professionals, community members and organisations to ensure effective service provision to individuals with substance abuse issues. Information sharing, education, support, liaison and the provision of other activities to community members and organizations that may be directly concerned or involved with people who use alcohol or other drugs is also an important part of the role.

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

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

Enquiries to Anita Reimann, Department of Health and Human Services, phone (03) 6336 5577, email [anita.reimann@dhhs.tas.gov.au](mailto:anita.reimann@dhhs.tas.gov.au).

You are encouraged to apply online at [www.jobs.tas.gov.au](http://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.

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

## HUMAN SERVICES

*Children and Family Services*

## Northern Area

## Child Health and Parenting Services

**Social Worker (517486).**

Applications Close:—Friday, 22 February 2008.

Salary:—\$65,522–\$75,155 pro rata.

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

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

Location:—Child and Health Parenting Service, Launceston.

Duties:—Within a primary health care framework and in accordance with the philosophy of the Child Health and Parenting Service, Agency policy, legal requirements and Australian Association of Social Workers (AASW) Code of Ethics, the Social Worker will: Provide and develop a social work service for families, as part of a multi-disciplinary team within the Parenting Centre.

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

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

Enquiries to Libby Dawson, Department of Health and Human Services, phone (03) 6336 2143, email libby.dawson@dhhs.tas.gov.au.

You are encouraged to apply online at [www.jobs.tas.gov.au](http://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.

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

## HUMAN SERVICES

*Children and Family Services*

## South East Area

## Child Health and Parenting Services

**Child and Family Health Nurse—3 Vacancies.**

Applications Close:—Friday, 22 February 2008.

Salary:—\$54,463–\$65,071 per annum.

Nurses (TPS) Award, Community FCH Nurse.

Vacancy No. 500936.

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

Location:—Child Health and Parenting Services, South West Area.

Vacancy No. 500953.

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

Location:—Child Health and Parenting Services, South East Area.

Vacancy No. 500922.

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

Location:—Child Health and Parenting Services, South East Area.

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 and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Kate Albury, for 500936 (SW), Department of Health and Human Services, phone (03) 6230 7879, email [kate.albury@dhhs.tas.gov.au](mailto:kate.albury@dhhs.tas.gov.au) or Beverley Thomson, for 500953 and 500922 (SE), Department of Health and Human Services, phone (03) 6230 7956, email [beverley.thomson@dhhs.tas.gov.au](mailto:beverley.thomson@dhhs.tas.gov.au).

You are encouraged to apply online at [www.jobs.tas.gov.au](http://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.

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

## HEALTH AND HUMAN SERVICES

## HUMAN SERVICES

*Disability Services***Administrative Assistant (505653).**

Applications Close:—Friday, 22 February 2008.

Salary:—\$38,464–\$41,681 per annum.

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

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

Location:—Disability Service, Hobart.

Duties:—Provide high level complex clerical and administrative support to staff of Disability Services and other members in the office contributing to the efficient operation of the Unit.

Desirable Requirements:—Ability to work effectively by planning, organising and setting priorities either individually or as a member of a team in an environment with fluctuating work loads, pressure and change. 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. Knowledge of the functions performed in the Human Services Group, particularly within Disability Services, together with a sound knowledge of the operations of this Agency and other related Agencies, or the ability to acquire such knowledge.

Enquiries to Janine Farnell, Department of Health and Human Services, phone (03) 62307600, email [janine.farnell@dhhs.tas.gov.au](mailto:janine.farnell@dhhs.tas.gov.au).



You are encouraged to apply online at [www.jobs.tas.gov.au](http://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.

Better health and quality of life around Tasmania. Visit us at [www.dhhs.tas.gov.au](http://www.dhhs.tas.gov.au).

HEALTH AND HUMAN SERVICES  
SHARED SERVICES

**Finance Systems Manager (511378).**

Applications Close:—Friday, 22 February 2008.

Salary:—\$85,057 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 12.

Permanent full-time day work.

Location:—Hobart.

Duties:—As a manager of the Business Unit's senior management team, the Finance Systems Manager, has overall operational responsibility for ensuring that the organisation's information technology resources are used to their maximum capacity within a finance-oriented context. The specialist nature of this role requires a very high level of professional and technical competency in the area of information technology and accounting; accordingly the role must be filled by an appropriately experienced and qualified individual.

Desirable Requirements:—A high level of knowledge and experience in information management, business analysis and project management, demonstrated by a degree in information technology or other relevant tertiary qualification and/or extensive experience in a systems accounting environment role as deemed relevant by the selection panel. Proven high level conceptual, research and analytical skills, with the ability to effectively identify financial system issues and business impacts; define complex problems; think strategically; identify possible solutions and consequences of possible solutions; make accurate and timely decisions and explain clearly the path to decisions. Demonstrated high level ability to communicate and advise on complex financial system matters to both specialists and non-specialists; proven presentation skills; and ability to manage difficult issues. Highly developed written skills enabling the production of technical documents that are clear, accurate and concise, including documents which are understandable to non-specialists such as training manuals/material and business cases.

Enquiries to Eleanor Patterson, Department of Health and Human Services, phone (03) 62334051, email [eleanor.patterson@dhhs.tas.gov.au](mailto:eleanor.patterson@dhhs.tas.gov.au).

You are encouraged to apply online at [www.jobs.tas.gov.au](http://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  
*Finance*

**Business Analyst—2 Vacancies.**

Applications Close:—Friday, 22 February 2008.

Salary:—\$52,481–\$54,291 per annum.

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

Vacancy No. 517578.

Permanent full-time day work.

Location:—South.

Vacancy No. 500629.

Permanent full-time day work.

Location:—South.

Duties:—In conjunction with the Principal Finance Officer and other officers of the Finance Business Unit assist with the analysis and development of budgetary and financial information for inclusion in the Budget Papers and submissions, reports and other briefing documents.

Desirable Requirements:—Demonstrated research and investigative skills and the ability to exercise initiative in gathering and interpreting information. Demonstrated conceptual, analytical and creative skills including the capacity to effectively problem solve and make timely and accurate decisions when there are departures from routine. High level written and oral communication skills including the ability to clearly and succinctly convey ideas or information, persuade others, listen to others and respond appropriately and, where necessary, present a case in support of recommendations.

Enquiries to Eleanor Patterson, Department of Health and Human Services, phone (03) 6233 4051, email [eleanor.patterson@dhhs.tas.gov.au](mailto:eleanor.patterson@dhhs.tas.gov.au).

You are encouraged to apply online at [www.jobs.tas.gov.au](http://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  
*Finance*

**Cost Accountant (517516).**

Applications Close:—Friday, 22 February 2008.

Salary:—\$76,007 per annum.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—The Cost Accountant provides specialist consultative advice to the Finance Manager by undertaking cost accounting analysis to support Business Units and the Department in its investment and management decision making, identifying cost saving opportunities to support financial sustainability; and streamlining and standardising business, financial, accounting and operating processes to support a best practice environment.

Desirable Requirements:—Knowledge of Government accounting/budgeting requirements as demonstrated by a degree in Accounting or Commerce, other relevant tertiary qualifications with emphasis on financial accounting and management, or training and relevant work experience deemed equivalent by the selection panel. Membership of or progression towards membership of CPA Australia or Institute of Chartered Accountants is desirable but not essential. Demonstrated professional experience in Financial, Management and Cost Accounting including knowledge of based costing/activity based management, accrual based output budgeting in a complex organisation, management reporting, strategic analysis and key performance reporting, budgeting and forecast modelling, cost management and attribution modelling and Australian Accounting Standards. Demonstrated understanding of business planning, strategic cost management and financial risk management, and the ability to provide effective advice on these and other financial matters to senior management.

Enquiries to Eleanor Patterson, Department of Health and Human Services, phone (03) 62 334051, email [eleanor.patterson@dhhs.tas.gov.au](mailto:eleanor.patterson@dhhs.tas.gov.au).

You are encouraged to apply online at [www.jobs.tas.gov.au](http://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***Project Officer (Implementation) (516631).**

Applications Close:—Friday, 22 February 2008.

Salary:—\$52,481–\$54,291 per annum.

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

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

Location:—Hobart.

Duties:—The Project Officer (Implementation) will assist and support the Project Manager and Senior Project Consultant (Implementation) in the planning, co-ordination and delivery of project activities and outputs associated with the implementation of a new Patient Administration System (PAS) including activities associated with the acquisition, planning, co-ordination, implementation and support of a new Patient Administration System within Acute Health Services and relevant areas of Community Health Services.

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

Enquiries to 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](http://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

## CORPORATE SERVICES DIVISION

*Financial Services***Senior Finance Officer (372546).**

Applications Close:—Friday, 22 February 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Fixed-term full-time for 6 months.

Location:—Hobart.

Duties:—As a member of the Financial Services Branch undertake the preparation and processing of the financial and accounting transactions. Undertake research of financial issues as required. Assist in the provision of quality financial reporting and advice to Financial Services Branch clients.

Enquiries to Stephen Shirley, Manager Financial Services, Department of Infrastructure, Energy and Resources, phone (03) 6233 2097, email Stephen.Shirley@dier.tas.gov.au.

Applications to Manager, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936, Hobart, 7001, phone (03) 6233 2077, fax (03) 6233 5337, email [hr@dier.tas.gov.au](mailto: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](http://www.jobs.tas.gov.au) or by contacting Katherine Noonan on (03) 6233 2077 or [hr@dier.tas.gov.au](mailto:hr@dier.tas.gov.au).

## INFRASTRUCTURE, ENERGY AND RESOURCES

## MINERAL RESOURCES TASMANIA

*Office of the Director***Executive Assistant (421318).**

Applications Close:—Friday, 22 February 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Rosny.

Duties:—Provide high level clerical, secretarial and organisational support to the Director of Mines and senior management of the Mineral Resources Division.

Enquiries to Matt Fitzgerald, Manager RFA, Department of Infrastructure, Energy and Resources, phone (03) 6233 8370, email [matthew.fitzgerald@dier.tas.gov.au](mailto:matthew.fitzgerald@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](mailto: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](http://www.jobs.tas.gov.au) or by contacting Ellie Conway on (03) 6233 5004 or [hr@dier.tas.gov.au](mailto:hr@dier.tas.gov.au).

## INFRASTRUCTURE, ENERGY AND RESOURCES

## PASSENGER TRANSPORT

*Passenger Transport Services***Contracts Administration and Payments Officer (370809).**

Applications Close:—Friday, 22 February 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time 36.75 hours per week.

Location:—Hobart.

Duties:—Undertake all functions related to contract payment and maintain the contract administration and payments systems.

Provide high-level support to the Manager, Contract Bus Services and Administration in the day-to-day administration of RPT contracts.

Provide support and liaison to suppliers in relation to the reporting requirements to monitor contracts.

Desirable Requirements:—Nil.

Enquiries to Jennifer Stagg, Manager Bus Services and Administration, Department of Infrastructure, Energy and Resources, phone (03) 6233 8207, email [jennifer.stagg@dier.tas.gov.au](mailto:jennifer.stagg@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](mailto: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](http://www.jobs.tas.gov.au) or by contacting victoria.millhouse@dier.tas.gov.au on (03) 6233 5272 or [hr@dier.tas.gov.au](mailto:hr@dier.tas.gov.au).

## INFRASTRUCTURE, ENERGY AND RESOURCES

## ROADS AND TRAFFIC

*Programming and Delivery***Manager Southern Network Maintenance (371525).**

Applications Close:—Friday, 22 February 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time 36.75 hours per week.

Location:—Hobart.

Duties:—Manage the day to day operation requirements of the southern road network within the Southern Network Maintenance Group.

Desirable Requirements:—Technical qualifications in a relevant discipline.

Essential Requirements:—A Current Driver Licence.

Enquiries to Clive Thompson, Manager Bridges and Southern Maintenance, Department of Infrastructure, Energy and Resources, phone (03) 6233 5417, email [clive.thompson@dier.tas.gov.au](mailto:clive.thompson@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](mailto: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](http://www.jobs.tas.gov.au) or by contacting Victoria Millhouse on (03) 6233 5272 or [hr@dier.tas.gov.au](mailto:hr@dier.tas.gov.au).

## JUSTICE

## COMMUNITY CORRECTIONS

*Northern Region***Administrative Support Officer (350820).**

Applications Close:—Friday, 22 February 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Fixed-term part-time from 11/03/2008 to 12/01/2009—0.85 FTE.

Location:—Launceston.

Duties:—Operate and maintain information and record systems. Issue receipts, process orders and creditors accounts and record associated expenditure. Prepare, collate, process, verify and record data.

Enquiries to Gael Vizard, Northern Regional Manager Corrective Services, Department of Justice, phone (03) 6336 2387, email [Gael.Vizard@justice.tas.gov.au](mailto:Gael.Vizard@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](mailto:Applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Janine Dick on (03) 6336 2387.

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

*North West***Clerk (350252).**

Applications Close:—Friday, 22 February 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—Devonport.

Duties:—Filing and processing formal court documents relative to the Magistrates Court and various tribunals. Data Entry for all court systems.

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

Enquiries to Leanne Gillon, Department of Justice, phone (03) 6421 7885, email [leanne.gillon@justice.tas.gov.au](mailto:leanne.gillon@justice.tas.gov.au).

Applications to Daphne Webb, Administrative Support Officer, Department of Justice, G.P.O. Box 825 Hobart 7001, phone (03) 6233 6809, fax (03) 6233 3254, email [Applications@justice.tas.gov.au](mailto:Applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Leanne Gillon on (03) 6421 7885.

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***Criminal Registry Supervisor (355421).**

Applications Close:—Friday, 22 February 2008.

Salary:—\$56,854–\$60,476 per annum.

Administrative and Clerical Employees Award, Level 7.

Permanent full-time.

Location:—Hobart.

Duties:—Responsible for managing the Criminal Registry including monitoring case activity, maintaining management information, supporting the Judiciary through the provision of up-to-date information on the status of cases, management of procedural and scheduling issues and escalating issues relating to caseload and case flow when appropriate.

Desirable Requirements:—Relevant tertiary qualifications.

Enquiries to Frank Ederle, Manager Supreme Court, Department of Justice, phone (03) 6233 7158, email [Frank.Ederle@justice.tas.gov.au](mailto:Frank.Ederle@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](mailto:Applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Frank Ederle on (03) 6233 7158.

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  
*Inspectorate*

**Compliance Manager (356047).**

Applications Close:—Friday, 22 February 2008.

Salary:—\$80,381–\$85,813 per annum.

Professional Employees Award, Level 4.

Fixed-term full-time to 31 December 2010.

Location:—Bell Bay.

Duties:—As a senior professional specialist, provide significant expert knowledge to the Pulp Mill Project in scientific and engineering matters pertaining to occupational health and safety, dangerous goods, building, electrical and gas safety. Manage the investigation of complaints of non-compliance, incidents and accidents, and prepare high-level general, ministerial and legal documents. Attend court, industrial and litigation hearings. Maintain an expert awareness of contemporary workplace standards issues through research and training. Liaise with industry, unions and other Government Agencies.

Essential Requirements:—A Degree or equivalent in a relevant scientific/engineering discipline from a nationally recognised tertiary institution. Eligible to become a graduate member of the Institute of Engineers Australia.

Desirable Requirements:—High level of leadership, communication, interpersonal, negotiation, guidance, conciliation and conflict resolution skills, including extensive experience to motivate staff, provide complex advice and resolve politically sensitive issues acting at all times with fairness, equity and integrity. High level understanding of Workplace Standards Tasmania's role in promoting a safe workplace. Expert scientific, technical and strategic skills to develop, control, and implement policy and systems, which identify hazards and non-compliance with occupational health and safety, industrial, workers compensation and rehabilitation legislation.

Enquiries to Roy Ormerod, General Manager, Workplace Standards Tasmania, Department of Justice, phone (03) 6233 8366, email [roy.ormerod@justice.tas.gov.au](mailto:roy.ormerod@justice.tas.gov.au).

Applications to Daphne Webb, Administrative Assistant, Recruitment and Establishment, Department of Justice, G.P.O. Box 825, Hobart, 7001, phone (03) 6233 6809, fax (03) 6233 3254, email [daphne.webb@justice.tas.gov.au](mailto:daphne.webb@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Lee-Anne Bortkiewicz on (03) 6233 8366.

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

*WorkCover*

**Administrative Assistant (355812).**

Applications Close:—Friday, 22 February 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—Rosny.

Duties:—Assist in the preparation of Board, Committee and Working Group papers in a timely manner including editing and formatting as required and provide backup support to the Research Assistant to assist in ensuring effective workflows exist for WorkCover. Provide administrative assistance and clerical support to the Senior Research and Advisory Officer and Managers in the WorkCover Branch as required.

Enquiries to Vanessa Fenton, Senior Advisory and Research Officer, Department of Justice, phone (03) 6233 8580, email [Vanessa.Fenton@justice.tas.gov.au](mailto:Vanessa.Fenton@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](mailto:Applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Vanessa Fenton on (03) 6233 8580.

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

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

POLICE AND EMERGENCY MANAGEMENT

**Fixed-term and Casual Employment Register (Various).**

Applications Close:—Friday, 22 February 2008.

Administrative and Clerical Employees Award.

Register.

Location:—Statewide.

Season Buck Pty Ltd and Jet Recruitment Pty Ltd are currently contracted to manage Statewide Fixed-term employment registers for positions arising in the Department of Police and Emergency Management. Applications are invited from persons interested in being considered for full-time, part-time or casual employment in Fixed-term positions for periods of up to 12 months. Vacancies arise from time to time in a variety of locations throughout Tasmania in the categories of employment listed below. These are not actual vacancies but a guide to positions that may potentially become available.

Pre-Employment Checks:—Pre-Employment checks may apply.

Categories of Employment:—Administrative Assistant/Clerical Officer/Data Entry Operator:—Duties vary accordance to the position and may include keyboard, reception, data entry and administrative/clerical support.

Salary Range:—\$38,927–\$42,233 per annum; Administrative and Clerical Employees Award, Level 3.



**Switchboard Operator/Telephonist:**—Duties include operation of a switchboard on a part-time shift basis in accordance with a roster which includes public holidays. .

Salary Range:—\$34,648-\$37,378 pro-rata, per annum, Administrative and Clerical Employees Award, Level 2.

**Cleaner/Utility Officer:**—Duties include undertaking cleaning and minor maintenance of buildings and grounds, and cleaning and minor servicing of Departmental vehicles.

Salary:—\$33,963 per annum, Operational Employees Award, Level 2.

**Call Centre Operator:**—Duties include operation of a computer-based recording system based on various data and voice systems, including entering and extracting data. Duties also include performance of associated clerical duties whilst ensuring the accuracy of data being entered, and attendance to telephone and other requests for information. 24-hour coverage and associated shift work will be required.

Salary Range:—\$38,927-\$42,233 per annum, Administrative and Clerical Employees Award, Level 3.

**Customer Service Officer:**—Duties include the provision of high level customer service at the public enquiries counter, clerical, keyboard and administrative support to the Officer-in-Charge and police personnel as well as clerical support or relief elsewhere within the police division.

Salary Range:—\$38,927-\$42,233 per annum, Administrative and Clerical Employees Award, Level 3.

**Radio Dispatch Operator:**—Duties include being responsible for the receipt of calls and the rapid and effective dispatch of police resources in accordance with standard operation procedures as well as undertaking general clerical, telephone and radio-related functions within Radio Dispatch Services. 24-hour coverage and associated shift work will be required.

Salary Range:—\$35,990-\$39,046 per annum, Radio Dispatch Operators. (Department of Police and Emergency Management Agreement 2005, Level 2-3).

**Legal Officer:**—Duties include the provision of legal support and services within the Department, including matters involving complex marine resources and fisheries matters.

Salary Range:—\$40,192-\$51,055 per annum, (Legal Practitioners Agreement, Level 1).

**Computer Systems Officer:**—Duties include undertaking a range of tasks associated with the analysis, design, programming, testing, implementation, maintenance and enhancement of business information systems and supporting technology.

Salary Range:—\$38,927-\$51,357 per annum, (Computer Systems Officers Agreement, Level 1).

**Mechanic:**—Duties include undertaking an efficient and effective repair and maintenance service for a wide range of police vehicles, including motor cycles, trailers and ancillary equipment.

Salary:—\$42,233 per annum, Operational Employees Award, Level 7.

**Communications Technical Officer:**—Duties include installation, testing and maintenance of radio and telecommunications systems together with other specialist electronic/electrical equipment and associated administrative and project management functions, working with modern specialised and complex technology.

Salary Range:—\$38,927-\$45,854 per annum, Technical Employees Award, Level 2.

**Laboratory Technical Officer:**—Duties include conducting biological examination of forensic evidence items and undertaking analytical and technical work requiring the application of standard methods and practices as part of the operation of Forensic Science Service Tasmania.

Salary Range:—\$38,927-\$45,854 per annum, Technical Employees Award, Level 2.

**Clerk (Tasmania Fire Service):**—Duties include providing relief for the Receptionist and Information Records Section as well as providing administrative, clerical and keyboard support to the regional office through the use of spreadsheets and databases as required.

Salary Range:—\$36,727 to \$39,621 per annum, Tasmanian Fire Service Finance and Administration Agreement 1996, Administrative and Clerical, Level 2.

**Clerk, Finance (Tasmania Fire Service):**—Duties vary in accordance to the position and may include keyboard entry, reception functions, data entry, maintaining accounting records, preparing financial records, performing various reconciliations as well as providing administrative/clerical support.

Salary Range:—\$41,263 to \$44,767 per annum, Tasmanian Fire Service Finance and Administration Act 1996, Administrative and Clerical, Level 3.

**Clerical Support Officer (Tasmania Fire Service):**—Duties include providing clerical support and/or financial services during position vacancies, for the various sections within Corporate Services, Community Fire Safety and the Operations division. Tasks include reception duties, maintaining business files, reviewing office procedures and assisting with the preparation of financial orders and invoices.

Salary Range:—\$41,263 to \$44,767 per annum, Tasmanian Fire Service Finance and Administration Agreement 1996, Administrative and Clerical Level 3.

**Stores Clerk (Tasmania Fire Service):**—Duties include ordering and receiving goods into our main store in Hobart as well as maintaining a perpetual stock inventory and undertaking investigations, research and preparation of financial reports based on stock reconciliation.

Salary Range:—\$41,263 to \$44,767 per annum, Tasmanian Fire Service Finance and Administration Agreement 1996, Administrative and Clerical Level 3.

**Maintenance Officer (Tasmania Fire Service):**—Duties include providing a building construction, repair and maintenance service to the region. Specific tasks consist of erection of steel frame buildings, reading and interpreting building plans as well as purchasing and maintaining an accurate inventory of purchases.

Salary Range:—\$44,978 per annum, Tasmanian Fire Service Engineering Services, General Employee, Level 7.

**Support Officer—Communications Services (Tasmania Fire Service):**—Duties include the provision of clerical support to Communications Services through the preparation and processing of job sheets, financial transactions and equipment requests whilst maintaining the communications store.

Salary Range:—\$41,263 to \$44,767 per annum, Tasmanian Fire Service Finance and Administration Agreement 1996, Administrative and Clerical, Level 3.

**Communication Technician C (Tasmania Fire Service):**—Duties include installation and maintenance of mobile equipment; alarm monitoring, control centre, communication and power supply systems as well as maintaining technical documentation for all communication networks including equipment data and fault sheets.

Salary Range:—\$40,795 to \$48,055 per annum, Tasmanian Fire Service Communication Services Agreement, Technical Employee, Level 2.

**Fire Equipment Officer (Battery Replacement) (Tasmania Fire Service):**—Duties include replacement of smoke alarm batteries at specific elderly and disabled persons unit whilst maintaining accurate records of work completed.



Salary Range:—\$22.30 per hour, Casual—Tasmanian Fire Fighting Industry Employees Award 2000, Trainee Fire Equipment Officer.

**Appliance Fabrication/Maintenance Technician (Tasmania Fire Service):**—Duties vary in accordance to the position and may include the development, fabrication and refurbishment of fire appliances and associated equipment, or, the provision of mechanical assistance in order to maintain fire appliances and associated equipment to emergency service standards.

Salary Range:—\$39,808 per annum, Tasmanian Fire Service Engineering Services, General Employee, Level 5-6.

Further Information:—Searson Buck, 183 Macquarie Street, Hobart, 7000. To apply online go to [www.searsonbuck.com.au](http://www.searsonbuck.com.au) (and register under the candidates tab). Alternatively, for enquiries, please contact Anna Wilson, phone (03) 6223 3055, fax (03) 6223 3099.

Searson Buck, 30 Brisbane Street, Launceston, 7250. To apply online go to [www.searsonbuck.com.au](http://www.searsonbuck.com.au) (and register under the candidates tab). Alternatively for enquiries, please contact Cameron Clarke, phone (03) 6333 3888, fax (03) 6333 3899.

Searson Buck, 1/10 Wilson Street, Burnie, 7320. To apply online go to [www.searsonbuck.com.au](http://www.searsonbuck.com.au) (and register under the candidates tab). Alternatively, for enquiries, please contact Sharni Lavers, phone (03)6431 5155, fax (03) 6431 5166.

Searson Buck, 1st floor Bass House, 21 Best Street, Devonport, 7310. To apply online go to [www.searsonbuck.com.au](http://www.searsonbuck.com.au) (and register under the candidates tab). Alternatively, for enquiries, please contact Sharni Lavers, phone (03) 6423 1311, fax (03) 6423 1311.

Jet Recruitment, Level 8, 65 Murray Street, Hobart 7000. Contact Allan Grundy, phone (03) 6234 7966, fax (03) 62 347260, email: [resumes.hbt@jetrecruitment.com.au](mailto:resumes.hbt@jetrecruitment.com.au).

Jet Recruitment, Level 1, 87 Brisbane Street, Hobart 7000. Contact Paul Sanft, phone (03) 63 31 6322, fax (03) 63 317466, email: [resumes.lst@jetrecruitment.com.au](mailto:resumes.lst@jetrecruitment.com.au).

The register will remain open to applicants at all times until 30 April 2009 and will be reviewed on a regular basis.

#### POLICE AND EMERGENCY MANAGEMENT

##### EXECUTIVE SUPPORT

###### *Secretariat and Research Services*

#### **Graduate Clerk-Data Intelligence Analyst (002944).**

Applications Close:—Friday, 22 February 2008.

Salary:—\$38,927–\$49,523 per annum.

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

Fixed-term full-time till 31 December 2008.

Location:—Hobart.

Duties:—Provide administrative and general research support to the Manager, Secretariat and Research Services, to identify and report on existing and evolving patterns and trends relating to traffic and other policing issues which will assist in the effective management and the efficient deployment of resources through an intelligence led approach.

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

Appropriate degree or tertiary level qualification.

Enquiries to Ms Sue Steinbauer, Senior Research Officer, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, 7001, phone (03) 6230 2293, fax (03) 6230 2601, email [sue.steinbauer@police.tas.gov.au](mailto:sue.steinbauer@police.tas.gov.au).

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

#### POLICE AND EMERGENCY MANAGEMENT

##### TASMANIA FIRE SERVICE

###### *Corporate Services*

#### **Clerical Support Officer (521471).**

Applications Close:—Friday, 22 February 2008.

Salary:—\$41,263–\$44,767 per annum.

Tasmania Fire Service Finance and Administration Agreement 1996, Administration and Clerical, Level 3.

Permanent full-time.

Location:—Cnr Argyle and Melville Streets.

Duties:—To provide clerical support and/or financial services during position vacancies, for the various sections within the Corporate Services, Community Fire Safety and Operations Divisions of the Tasmania Fire Service.

Desirable Requirements:—Knowledge of Microsoft Office applications a distinct advantage.

Financial experience in a commercial environment.

Progress towards a relevant TAFE or equivalent qualification. A current Driver's Licence.

To be considered for an interview an applicant must address each of the selection criteria outlined in the Statement of Duties. An Application for Employment is to be completed and forwarded with your application. Each applicant is requested to provide three copies of their application. Statement of Duties including selection criteria and Application for Employment form is available from Nigel Robertson on (03) 6230 8637 or from [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au).

Enquires to Nigel Robertson on (03) 6230 8637.

Applications to Tasmania Fire Service, G.P.O. Box 1526, Hobart, 7001 or fax (03) 6234 6647 or email [fire@fire.tas.gov.au](mailto:fire@fire.tas.gov.au).

#### POLICE AND EMERGENCY MANAGEMENT

##### TASMANIA FIRE SERVICE

###### *Corporate Services*

#### **Clerk (521288).**

Applications Close:—Friday, 22 February 2008.

Salary:—\$36,727–\$39,621 per annum.

Tasmania Fire Service Finance and Administration Agreement 1996, Administration and Clerical, Level 2.

Permanent full-time.

Location:—Cnr Argyle and Melville Streets.

Duties:—As part of the Information and Records team assist in the smooth delivery of services to all members of the Tasmania Fire Service (TFS) by undertaking classification, registration, filing, archiving and off site storage and retrieval of correspondence and documents.

Desirable Requirements:—Knowledge of electronic records management programmes and Microsoft Office Applications a distinct advantage. A current driver's licence.

To be considered for an interview an applicant must address each of the selection criteria outlined in the Statement of Duties. An Application for Employment is to be completed and forwarded with your application. Each applicant is requested to provide three copies of their application. Statement of Duties including selection criteria and Application for Employment form is available from Nigel Robertson on (03) 6230 8637 or from [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au).

Enquires to Nigel Robertson on (03) 6230 8637.

Applications to Tasmania Fire Service, G.P.O. Box 1526, Hobart, 7001 or fax (03) 6234 6647 or email [fire@fire.tas.gov.au](mailto:fire@fire.tas.gov.au).

## POLICE AND EMERGENCY MANAGEMENT

### TASMANIA FIRE SERVICE

#### *Corporate Services*

#### **Customer Service Officer (521470).**

Applications Close:—Friday, 22 February 2008.

Salary:—\$41,263–\$44,767 per annum.

Tasmania Fire Service Finance and Administration Agreement 1996, Administration and Clerical, Level 3.

Permanent full-time.

Location:—Cnr Argyle and Melville Streets.

Duties:—To be an effective member of the Information and Records team providing telephone and counter reception services for State Headquarters (SHQ) and assisting in the smooth delivery of services to all members of the Tasmania Fire Service (TFS) by undertaking classification, registration, archiving and retrieval of correspondence and documents.

Desirable Requirements:—Knowledge of electronic records management programmes, receptionist experience, knowledge of Microsoft Office applications, a current driver's licence.

To be considered for an interview an applicant must address each of the selection criteria outlined in the Statement of Duties. An Application for Employment is to be completed and forwarded with your application. Each applicant is requested to provide three copies of their application. Statement of Duties including selection criteria and Application for Employment form is available from Nigel Robertson on (03) 6230 8637 or from [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au).

Enquires to Nigel Robertson on (03) 6230 8637. Applications to Tasmania Fire Service, G.P.O. Box 1526, Hobart, 7001 or fax (03) 6234 6647 or email [fire@fire.tas.gov.au](mailto:fire@fire.tas.gov.au).

## POLICE AND EMERGENCY MANAGEMENT

### TASMANIA FIRE SERVICE

#### *Corporate Services*

#### **Executive Officer Assets (520040).**

Applications Close:—Friday, 22 February 2008.

Salary:—\$56,379–\$58,321 per annum.

Tasmania Fire Service Finance and Administration Agreement 1996, Administration and Clerical, Level 6.

Permanent full-time.

Location:—Cnr Argyle and Melville Streets.

Duties:—To provide specialist financial advice and staff supervision to the Tasmania Fire Service (TFS) Central Store and Purchasing function, and co-ordinate asset management functions, especially motor vehicle and property related transactions.

Desirable Requirements:—An appropriate tertiary qualification or progress thereto is desirable.

To be considered for an interview an applicant must address each of the selection criteria outlined in the Statement of Duties. An Application for Employment is to be completed and forwarded with your application. Each applicant is requested to provide three copies of their application. Statement of Duties including selection criteria and Application for Employment form is available from Bruce Ludeke on (03) 6230 8650 or from [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au).

Enquires to Bruce Ludeke on (03) 6230 8650.

Applications to Tasmania Fire Service, G.P.O. Box 1526, Hobart, 7001 or fax (03) 6234 6647 or email [fire@fire.tas.gov.au](mailto:fire@fire.tas.gov.au).

## PRIMARY INDUSTRIES AND WATER

### BIOSECURITY AND PRODUCT INTEGRITY

#### *Diagnostic Services*

#### **Utility Officer (Animal Care and Handling) (702010).**

Applications Close:—Friday, 22 February 2008.

Salary:—\$34,648 per annum.

Operational Employees Award, Level 3.

Fixed-term part-time (29.4 hours per week) from as soon as possible until 30 June 2008.

Location:—Mt Pleasant, Launceston.

Please Note: Applicants should note hours include regular weekend work as the position is Friday through to Monday.

Duties:—To provide an efficient and effective animal care and handling support service to the Devil Facial Tumour Project at the Animal Health Laboratory (AHL) Mt Pleasant. A major challenge for this position is learning how to deal safely with animals that can be aggressive.

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

Desirable Requirements:—Construction experience with appropriate certificates for operation of associated equipment, including chainsaws.

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

Enquiries to Bronwyn Gardner, phone (03) 6336 5335, email [bronwyn.gardner@dpiw.tas.gov.au](mailto:bronwyn.gardner@dpiw.tas.gov.au).

Applications to Bronwyn Gardner, Administrative Assistant, Department of Primary Industries and Water, P.O. Box 46, Kings Meadows, 7249, phone (03) 6336 5335, fax (03) 6336 5374, email [bronwyn.gardner@dpiw.tas.gov.au](mailto:bronwyn.gardner@dpiw.tas.gov.au).

## PRIMARY INDUSTRIES AND WATER

### CORPORATE SERVICES

#### *Finance, Facilities and Business Services*

#### **Manager (Budget Services) (702754).**

Applications Close:—Friday, 22 February 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

Duties:—Manage the provision of budget support services to all Divisions providing specialist consultative advice to senior managers and staff to support the effective management of the Department's resources. Manage the process for the development of the Department's Annual Budget and preparation of the Department's Budget documents. Provide budget reports and analysis for key stakeholders. Manage the Department's Budget database and manage and maintain the Department's financial information within the Treasury Budget

Management System and Public Account Cash Management System.

**Desirable Requirements:**—An appropriate tertiary qualification in Economics, Commerce, or business management together with at least 5 years experience at an appropriate level.

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

Enquiries to David Marshall, phone (03) 6233 2890, email david.marshall@dpiw.tas.gov.au.

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

#### PRIMARY INDUSTRIES AND WATER

##### INFORMATION AND LAND SERVICES

###### *Crown Land Services*

#### **Project Officer (702741 and 702742) (2 positions).**

Applications Close:—Friday, 22 February 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Permanent full-time.

Location:—Hobart.

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

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

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

**Duties:**—Prepare surplus Crown properties for sale through auction, tender and private treaty contract. Undertake investigative duties associated with the management, sale, leasing, licensing, transferring and reserving of Crown property. Research issues and make relevant recommendations and take action as instructed giving effect to sustainable land use management and policy.

**Desirable Requirements:**—Relevant tertiary qualifications. A current motor vehicle driver's licence.

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

Enquiries to Michael Jones, phone (03) 6233 2997, email michael.jones@dpiw.tas.gov.au.

Applications to Manager, Human Resources Management Branch, Department of Primary Industries and Water, G.P.O. Box 44, Hobart, 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 (702750).**

Applications Close:—Friday, 22 February 2008.

Salary:—\$40,547–\$44,938 per annum.

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

Permanent full-time.

Location:—Rosny/Southern Region.

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

**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 Shane Bourke, phone (03) 6233 6381, email shane.bourke@dpiw.tas.gov.au.

Applications to Manager, Human Resources Management Branch, Department of Primary Industries and Water, G.P.O. Box 44, Hobart, 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 (702448).**

Applications Close:—Friday, 22 February 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 (36.75 hours per fortnight).

Location:—Kingston/Southern 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 Shane Bourke, phone (03) 6233 6381, email shane.bourke@dpiw.tas.gov.au.

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



PRIMARY INDUSTRIES AND WATER  
 RESOURCE MANAGEMENT AND CONSERVATION  
*Biodiversity Conservation*

**Botanist (Threatened Species) (702706).**

Applications Close:—Friday, 22 February 2008.  
 Salary:—\$62,286–\$67,714 per annum.  
 Professional Employees Award, Level 2.  
 Permanent part-time (18.375 hours per week).  
 Location:—Hobart.

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

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

Duties:—As a senior professional practitioner play a major role in the implementation of the Threatened Species Protection Act 1995 and in the conservation of threatened flora.

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 Natural Resources or an equivalent qualification from a recognised tertiary institution.

Desirable Requirements:—A current motor vehicle drivers licence. Workplace Level 2 First Aid Certificate. 4WD competency qualification.

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

Enquiries to Louise Jerrim, phone (03) 6233 8759, email [louise.jerrim@dpiw.tas.gov.au](mailto:louise.jerrim@dpiw.tas.gov.au).

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

PRIMARY INDUSTRIES AND WATER

WATER RESOURCES

*Water Development*

**Communications Consultant (702752).**

Applications Close:—Friday, 22 February 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Fixed-term part-time (22.05 hours per week), from 31 March 2008 until 30 March 2010.

Location:—Hobart.

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

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

Duties:—Provide a marketing and communications service to the SMART Farming Water Development Project including contribution to the development and implementation of marketing and communications policies and practices. Provide a media consultancy service and manage and facilitate projects to meet the Government's objective of enhancing opportunities for, and stimulating growth in water resource development.

Desirable Requirements:—Tertiary qualifications in a related discipline would be an advantage.

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

Enquiries to Anna Henricks, phone (03) 6233 9323, email [anna.henricks@dpiw.tas.gov.au](mailto:anna.henricks@dpiw.tas.gov.au).

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

PRIMARY INDUSTRIES AND WATER

WATER RESOURCES

*Water Development*

**Project Assistant (702753).**

Applications Close:—Friday, 22 February 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Fixed-term full-time from 31 March 2008 until 30 March 2010.

Location:—Hobart.

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

Duties:—Provide project and administrative support to the SMART Farming Water Development Project. Support will relate to client service, co-ordinating and monitoring all ministerial correspondence for the Project, information technology and management skills and general research and administrative tasks to assist in managing and facilitating projects to meet the Government's objective of enhancing opportunities for, and stimulating growth in water resource development.

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

Enquiries to Anna Henricks, phone (03) 6233 9323, email [anna.henricks@dpiw.tas.gov.au](mailto:anna.henricks@dpiw.tas.gov.au).

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

PRIMARY INDUSTRIES AND WATER

WATER RESOURCES

*Water Management*

**Regional Water Management Officer (702435).**

Applications Close:—Friday, 22 February 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time.

Location:—Prospect.

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

Duties:—Contribute to the equitable and sustainable allocation and management of the State's water resources in one of eight water management regions by undertaking a range of technical and regulatory water management functions, providing an advisory service and contributing to water management planning and policy.

Desirable Requirements:—A Diploma from a recognised TAFE institution in civil engineering, natural resource management, agriculture or water management, or an equivalent qualification appropriate to the nature of the work. Several years relevant experience in water engineering or water resource management. A current motor vehicle drivers licence. A Workplace 2 First Aid Certificate, or equivalent.



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

Enquiries to Sue Weedon, phone (03) 6336 5405, email sue.weedon@dpiw.tas.gov.au.

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

#### THE PUBLIC TRUSTEE

##### TRUSTEE SERVICES

#### **Trust Officer/Client Account Manager (790149).**

Applications Close:—Friday, 22 February 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Burnie.

Duties:—The Trust Officer/Client Account Manager will provide effective management of a basic estate and trust administration caseload in accordance with relevant legislation, procedural guidelines and client instructions while exercising a formal discretion in relation to the management of these estates and trusts.

Desirable Requirements:—Candidates should have a good knowledge of or experience in the trustee industry or an associated industry, or the ability to acquire such knowledge quickly. This person will have the ability to work effectively either individually or as part of a team, well developed communication and interpersonal skills including the ability to deal with a wide range of people in a sensitive and confidential manner and the ability to promote excellent client service through identifying and understanding client needs and building effective relationships.

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](http://www.jobs.tas.gov.au) website.

Enquiries to Michael Brindley, North West Branch Manager, The Public Trustee, P.O. Box 138, Burnie Tas 7320, phone 6434 6411, email [mbrindley@publictrustee.tas.gov.au](mailto: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](mailto: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](http://www.publictrustee.tas.gov.au).

#### TOURISM, ARTS AND THE ENVIRONMENT

##### PARKS AND WILDLIFE SERVICE

#### **Ranger (2IC) Overland Track (706197).**

Applications Close:—Friday, 22 February 2008.

Salary:—\$42,233–\$44,019 per annum.

Parks and Wildlife Services Agreement 1996, Level 3. 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 \$55,325–\$55 665 per annum.

Permanent full-time.

Location:—Lake St Clair.

Duties:—Assist the Senior Ranger/RIC in managing, maintaining and protecting land and assets along and associated with the Overland Track.

Essential Requirements:—It is essential that you have a current driver's licence and a Workplace Level 2 First Aid Certificate or equivalent or the ability to acquire prior to appointment.

Desirable Requirements:—To successfully perform the duties of this position it is desirable that you have progress towards a Diploma of Environmental and Cultural Resources (Park Management) or equivalent qualification from a recognised tertiary institution and an ability to pass the PWS fire fighter fitness assessment at the 'Moderate' or 'Arduous' level.

Enquiries to Trevor Norris, Senior Ranger, phone (03) 6289 1170, email [Trevor.Norris@parks.tas.gov.au](mailto:Trevor.Norris@parks.tas.gov.au). For a copy of the Statement of Duties please contact, Greg Wall, phone (03) 6492 1110, email [Greg.Wall@parks.tas.gov.au](mailto:Greg.Wall@parks.tas.gov.au).

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

#### TOURISM, ARTS AND THE ENVIRONMENT

##### PARKS AND WILDLIFE SERVICE

##### *Operations and Performance*

##### Northern Region

#### **Visitor Reception Officer (335461).**

Applications Close:—Friday, 22 February 2008.

Salary:—\$29,502–\$37,378 per annum.

Administrative and Clerical Employees Award, Level 1/2.

Permanent part-time (50% FTE).

Location:—Narawntapu National Park.

Duties:—To collect and account for entry fees from visitors to national parks, check park passes, and provide advice and information to visitors regarding recreational activities, safety, minimal impact park use, features and facilities of national parks.

Desirable Requirements:—To successfully perform the duties of this position it is desirable that you have a current motor vehicle drivers licence and a current Workplace Level 2 First Aid Certificate.

Enquiries to Anthony Timmerman, A/ Ranger in Charge, phone (03) 6428 6277, email [Anthony.Timmerman@parks.tas.gov.au](mailto:Anthony.Timmerman@parks.tas.gov.au). For a copy of the Statement of Duties please contact, Rowena Lundie, phone (03) 6336 5267, email [Rowena.Lundie@parks.tas.gov.au](mailto:Rowena.Lundie@parks.tas.gov.au).

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

#### TOURISM, ARTS AND THE ENVIRONMENT

##### TOURISM TASMANIA

##### *Infrastructure and Industry Development*

#### **Co-ordinator Infrastructure and Industry Development (705974).**

Applications Close:—Friday, 22 February 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Fixed-term full-time.

Location:—Hobart.

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

Provide a range of communication services, including e-communication, which support and promote Tourism Tasmania's programmes.

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

Enquiries to Adam Saddler, Manager Infrastructure Development for a copy of the Statement of Duties or for further information about the position phone (03) 6230 8168, email Adam.Saddler@tourism.tas.gov.au.

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

#### TREASURY AND FINANCE

##### CORPORATE SUPPORT DIVISION

##### *Finance and Administration Branch*

#### ***Budget Officer (723378).***

Applications Close:—Friday, 22 February 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Permanent full-time or part-time, negotiable to no less than 27.5 hours per week.

Location:—Hobart.

Duties:—The key function of this position is to co-ordinate the provision of budget information to enable Treasury to meet its corporate and whole-of-government accounting and reporting requirements.

In the context of the selection criteria, to be successful in the position applicants will possess:—knowledge of budgetary and financial management systems, the capacity to organise, schedule and deliver output with a stakeholder focus and good spread-sheeting skills.

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

Enquiries to Michael Richmond, Management Accountant, Finance and Administration Branch, Department of Treasury and Finance, phone (03) 6233 6501, email michael.richmond@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](http://www.jobs.tas.gov.au) or alternatively by phoning Melissa Webster on (03) 6233 3483.

## Tasmanian Government Senior Executive Service

### TOURISM, ARTS AND THE ENVIRONMENT

#### CORPORATE SERVICES

#### ***Deputy Secretary, Corporate Strategies (424737).***

Applications Close:—Friday, 22 February 2008.

Salary:—\$126,481–\$139,128 per annum.

Senior Executive, Level 3.

Senior Executive.

Location:—Hobart.

Duties:—The Deputy Secretary, Corporate Strategies is responsible for the successful leadership, strategic direction and corporate governance of the Agency and to represent the Agency when dealing with relevant Governmental business.

The Deputy Secretary, Corporate Strategies deputises for the Secretary as required whilst having direct responsibility for the Tasmanian Museum and Art Gallery, Heritage Tasmania, Aboriginal Heritage Office and Corporate Services Division.

Desirable Requirements:—To successfully perform the duties of this position it is desirable that you have relevant tertiary qualifications or the demonstration of an equivalent level of contemporary skills and knowledge.

Enquiries to Scott Gadd, Secretary, phone 6233 5701, email Scott.Gadd@dtae.tas.gov.au. For a copy of the statement of duties please contact Greg Burgess, Manager Human Resources, phone (03) 6233 5911, fax (03) 6233 5907, email Greg.Burgess@dtae.tas.gov.au.

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

## Staff Movements

### *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>
Economic Development	424500 Senior Support Officer	J. Graham	6 months	04.02.08
Economic Development	702457 Urban Designer	M. Baynes	6 months	01.02.08
Health & Human Services	507918 Theatre Cleaner	N. Hyde	6 months	04.02.08
Health & Human Services	505032 Occupational Therapist	H. Bell	6 months	01.02.08
Health & Human Services	505470 Statewide Continence Officer	J. Long	6 months	04.02.08
Health & Human Services	517067 Tenancy Officer	K. Jade	6 months	31.01.08
Health & Human Services	517068 Tenancy Officer	M. Robinson	6 months	04.02.08
Health & Human Services	508068 Cook (Pastry)	A. Wild	6 months	29.01.08
Health & Human Services	508070 Cook	L. Quigley	6 months	29.01.08
Health & Human Services	512473 Administrative Assistant	L. Costa	6 months	12.02.08
Health & Human Services	517060 Tenancy Officer	C. O'Shea	6 months	18.02.08
Health & Human Services	504899 Occupational Therapist	C. Thain	6 months	30.01.08
Police & Emergency Management	002839 Regional Manager	M. Vogt	6 months	18.02.08
Police & Emergency Management	520039 Purchasing Officer	K. Shields	6 months	04.02.08
Tourism, Arts & the Environment	705586 Finance Officer	S. Fitch	6 months	15.01.08
Treasury & Finance	723841 Administrative Officer	M. Webster	6 months	31.01.08

### *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>
Primary Industries & Water	701900 Technical Officer (Fish Pathology)	A. Williams	16 weeks	23 months

### *Appointment of Officers*

<i>Agency</i>	<i>Position Number and Position Title</i>	<i>Occupant's Name</i>	<i>Date of Appointment</i>	<i>Duration</i>
Premier & Cabinet	001359 Director, Office of Climate Change	E. Johannes	04.02.08	5 years

### *Resignation of Permanent Employees*

<i>Agency</i>	<i>Position No. and Title</i>	<i>Occupant's Name</i>	<i>Date Effective</i>
Health & Human Services	504860 Registered Nurse	M. Robson	31.01.08
Health & Human Services	516066 Executive Assistant	J. Reason	29.01.08
Health & Human Services	501425 Service Technician	A Thomson	28.01.08
Health & Human Services	517385 Registered Nurse	R. Burt	31.01.08
Health & Human Services	513121 Registered Nurse	J. Bailey	31.01.08
Health & Human Services	502857 Disability Worker	V. Brooke	28.01.08
Health & Human Services	504576 Tradesperson/Ambulance Officer	T. Jensen	01.02.08
Justice	350027 Law Clerk	M. Graham	25.01.08
Police & Emergency Management	002837 Team Leader	H. Gunton	25.01.08
Police & Emergency Management	520040 Executive Officer Assets	M. Legosz	01.02.08
Primary Industries & Water	700935 Fisheries Inspector	J. Dowling	12.12.07
Tourism, Arts & the Environment	335154 Ranger/Interpreter	V. Shilvock	30.12.07
Tourism, Arts & the Environment	705805 Laboratory Technical Officer	L. Parsley	31.01.08
The Public Trustee	790212 Senior Trust Officer	D. Duniam	01.02.08



*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>
Health & Human Services	511231 Customer Support Officer	L. Davies	Health & Human Services	517066 Tenancy Officer	01.02.08
Health & Human Services	511685 Disability Officer	B. White	Health & Human Services	517065 Tenancy Officer	01.02.08
Health & Human Services	504972 Disability Officer	D. Moss	Health & Human Services	517064 Tenancy Officer	04.02.08
Health & Human Services	513154 Medical Orderly	S. Cruse	Health & Human Services	508115 Theatre Medical orderly	27.01.08
Health & Human Services	502425 Administrative Assistant	J. Day	Health & Human Services	516440 Administrative Assistant	04.02.08
Health & Human Services	501015 Executive Officer	F. Poulter	Health & Human Services	501015 Executive Officer (Reclassified)	12.01.08
Premier & Cabinet	000815 Policy Analyst	L. Gregory	Infrastructure, Energy & Resources	370997 Executive Officer	29.01.08
Infrastructure, Energy & Resources	371588 Administration Officer	J. Hannon-Barclay	Infrastructure, Energy & Resources	372020 Racing Policy Officer	04.02.08
Premier & Cabinet	472472 Computer Support Officer	D. Johns	Justice	355777 Senior Desktop Support Officer	29.01.08
Justice	355318 Accounts Officer	K. Smith	Justice	355020 Senior Accounts Officer	31.01.08
Education	594415 Library Technician	A. Males	Police & Emergency Management	002718 Manager, Records Information Services	04.02.08
Premier & Cabinet	001212 Administrative Assistant	M. Clements	Premier & Cabinet	001362 Executive Officer - Administration	25.01.08
Premier & Cabinet	000565 Administrative Assistant	G. Bruno	Premier & Cabinet	000978 Administrative Officer	01.02.08
Premier & Cabinet	000599 Manager, Financial Support	A. Lonergan	Premier & Cabinet	001368 Manager, Financial Support	01.02.08
Tourism, Arts & the Environment	705918 Project Officer	E. Radford	Tourism, Arts & the Environment	705965 Co-ordinator Industry Communications	22.01.08
Education	960914 Services Centre Officer	A. Wright	Treasury & Finance	723163 Senior Policy Analyst	24.01.08

*Resignation of Officers*

<i>Agency</i>	<i>Occupant's Name</i>	<i>Title and Position No.</i>	<i>Date Effective</i>
Justice	K. Gillie	Cleaner 355910	25.01.08

*Retirement of Permanent Employees*

<i>Agency</i>	<i>Position No. and Title</i>	<i>Occupant's Name</i>	<i>Date Effective</i>
Justice	350317 Principal Officer (Health Complaints)	R. B. Hopcroft	31.01.08
Tourism, Arts & the Environment	330898 Ranger	G. Sutton	25.01.08
Tourism, Arts & the Environment	334623 Macquarie Island Executive Officer	R. Reid	23.01.08

**Disclaimer**

Products and services advertised in this publication are not endorsed by the State of Tasmania and the State does not accept any responsibility for the content or quality of reproduction. The Contractor reserves the right to reject any advertising material it considers unsuitable for government publication.

**Copyright**

The Tasmanian Government Gazette and Tasmanian State Services are subject to the Copyright Act. No part of any material published in the Tasmanian Government Gazette or the Tasmanian State Services Notices may be reproduced except in accordance with the Copyright Act.

**Printed by Print Applied Technology Pty Ltd under authority of the Government of the State of Tasmania**