



TASMANIAN STATE SERVICE NOTICES

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

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

If you do not obtain access, contact your supervisor.

Vacancies—General Information

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

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

All vacancies in this Gazette are normally only advertised once.

Tasmanian Government Gazettes are available for perusal at the Public Sector Management Office, 9th Floor, 144–148 Macquarie Street, Hobart and in the reference section of major branches of the State Library.

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

Further Information

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

Submission of Applications

Applications will close 16 days after the date of the Gazette in which the vacancy appears, unless otherwise stated.

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

Fixed-Term Appointment

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

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

Fixed-Term Employment Registers

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

Gazette

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

Please Note:—All copy must be typed in Upper and Lower Case not ALL CAPS, if unsure please telephone (03) 6233 6110.

State Service Notices**Vacancy, Direct Selection and Staff Movement Notices**

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

Order Information

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

Deadlines

Government Gazette:—Copy must be received by Print Applied Technology Pty Ltd by **last mail or 4 p.m. Friday** prior to publication.

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

These deadlines will be strictly adhered to.

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

ECONOMIC DEVELOPMENT AND TOURISM

SPORT AND RECREATION TASMANIA

*Sport and Recreation Services***Client Manager (424759).**

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$56,854–\$60,476 per annum.

Administrative and Clerical Employees Award, Level 7.

Fixed-term full-time.

Location:—Hobart.

Duties:—Provide client management services, policy and project advice to the sport and recreation sector, including peak and state organisations. As a member of Sport and Recreation Services liaise with members of other teams to identify and develop strategies to address emerging sport and recreation issues.

Desirable Requirements:—Relevant tertiary or industry recognised qualifications and affiliations.

A current driver's licence.

Enquiries to Joy Maher for a copy of the Statement of Duties on (03) 6233 5926 or email Joy.Maher@development.tas.gov.au. For further information about the role please contact Alison Gaden, Manager South, Department of Economic Development and Tourism, phone (03) 6233 5315, email Alison.Gaden@development.tas.gov.au.

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

ECONOMIC DEVELOPMENT AND TOURISM

SPORT AND RECREATION TASMANIA

*Tasmanian Institute of Sport***Netball Coach (424908).**

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$47,675–\$51,358 per annum.

Technical Employees Award, Level 3.

Fixed-term full-time for 2 years.

Location:—Launceston.

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

The Netball Coach will co-ordinate the development, implementation and promotion of coaching programmes to provide Tasmanian netball players with access to the best available coaching expertise.

Essential Requirements:—Current Level 2 accreditation of the National Coaching Accreditation Scheme for Netball as provided by the Australian Sports Commission or equivalent international qualifications and/or experience. Current driver's licence.

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

The following checks are to be conducted at a National level:—Conviction check for crimes of violence, sex related offences, serious drug offences, crimes involving dishonesty and identification check.

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

TASMANIAN GOVERNMENT GAZETTE AND
TASMANIAN STATE SERVICES NOTICES

PUBLICATION AND COPY CLOSURE DATES

Easter 2008

COPY deadlines for the Tasmanian Government Gazette and State Service Notices to be published on Wednesday, 26 March 2008:—

All copy for the General Gazette must be received by 12 noon on Thursday 20 March 2008.

Copy for the State Services must be received by 12 noon on Thursday 20 March 2008.

NOTE: Applications for positions advertised in the State Service Notices of 26 March 2008 will close at 5 p.m. on 11 April 2008.

**ANZAC Day Public Holiday, Friday 25 April 2008—
Gazette deadlines for Wednesday 30 April 2008**

COPY deadlines for the Tasmanian Government Gazette and State Service Notices to be published on Wednesday, 30 April 2008:—

All copy for the General Gazette must be received by 12 noon on Thursday, 24 April 2008.

Copy for State Service Notices must be received by 12 noon on Thursday, 24 April 2008.

Enquiries to Geoff Masters, Programme Manager, Department of Economic Development and Tourism, phone (03) 6336 2219, email Geoff.Masters@development.tas.gov.au.

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

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

ECONOMIC DEVELOPMENT AND TOURISM

SULLIVANS COVE WATERFRONT AUTHORITY

Project Officer (424979).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

Duties:—Provide high level project support to assist the Sullivans Cove Waterfront Authority in the management and delivery of projects in order to meet the Authority's strategic planning objectives.

Desirable Requirements:—Relevant tertiary or industry recognised qualifications are highly desirable.

Enquiries to Lesley Southee for a copy of the Statement of Duties on (03) 6216 4288 or email Lesley.Southee@waterfront.tas.gov.au. For further information about the position please contact Matt McCrossen, Project Manager, phone (03) 6216 4273, email Matt.McCrossen@waterfront.tas.gov.au.

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

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

ECONOMIC DEVELOPMENT AND TOURISM

SULLIVANS COVE WATERFRONT AUTHORITY

Senior Project Manager (424986).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

Duties:—Provide high level project management and advice to the Sullivans Cove Waterfront Authority to ensure it achieves its strategic planning objectives.

Desirable Requirements:—Relevant tertiary or industry recognised qualifications are highly desirable.

Enquiries to Lesley Southee for a copy of the Statement of Duties on (03) 6216 4288 or email Lesley.Southee@waterfront.tas.gov.au. For further information about the position please contact Marietta Wong, General Manager Planning and Development, phone (03) 6216 4286, email Marietta.Wong@waterfront.tas.gov.au.

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

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

EDUCATION

LEARNING SERVICES

Learning Services (North)

Brooks High School

Education Liaison Officer (963106).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$38,927–\$42,233 pro rata.

Administrative and Clerical Employees Award, Level 3.

Permanent part-time 50 hours per fortnight 40 weeks per year.

Location:—Brooks High School.

Description of the Role:—To provide general clerical and administrative support in the Careers Room, including organising work placements, supporting students with resumes and job applications, word processing operations and other duties as required.

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

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

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

Receipt of your electronic application will be acknowledged by return email within two working days.

Enquiries to Leonie Johnston, Department of Education, phone (03) 6324 7200, email leonie.johnston@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (North)

Brooks High School

Office Clerk (305083).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—Brooks High School.

Description of the Role:—To provide general clerical assistance, records management, word processing and other duties required in the school office, including reception.

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

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

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Enquiries to Leonie Johnston, Department of Education, phone (03) 6324 7200, email leonie.johnston@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (North)

Riverside Primary School

Clerk (960923).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$34,648–\$37,378 pro rata.

Administrative and Clerical Employees Award, Level 2.

Permanent part-time 70 hours per fortnight 40 weeks per year.

Location:—Riverside Primary School.

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

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

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

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

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

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Acton School

School Executive Officer (300006).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time for 42 weeks per year.

Location:—Acton School.

Description of the Role:—Administration of a school office including accounting for funds and undertaking clerical/administrative and keyboard functions.

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

Applicants should forward an Application for Employment Form 201 with a statement addressing the selection criteria and relevant personal details and work history.

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

Enquiries to Kay Foster, Department of Education, phone (03) 6431 4095, email kay.foster@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Brooklyn Primary School

Canteen Supervisor (981299).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$34,648 pro rata.

Operational Employees Award, Level 3.

Permanent part-time 24 hours per fortnight for 40 weeks per year.

Location:—Brooklyn Primary School.

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

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

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

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

Enquiries to Rhonda Dineen, Department of Education, phone (03) 6431 3975, email rhonda.dineen@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Burnie High School

School Attendant, Cleaning (300105).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$33,637 per annum.

Miscellaneous Workers (Public Sector) Award, School Attendant Level 2.

Permanent full-time from 16 June 2008.

Location:—Burnie High School.

Description of the Role:—Under supervision perform various facets of the school attendant position which may involve cleaning, grounds keeping, kitchen assistant duties and basic maintenance of school facilities to a hygienic, safe and presentable level.

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

Applicants should forward an Application for Employment Form 201 with a statement addressing the selection criteria and relevant personal details and work history.

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

Enquiries to Chris Philip, Department of Education, phone (03) 6431 2744, email chris.philip@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Cooee Primary School

School Executive Officer (300191).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time for 42 weeks per year.

Location:—Cooee Primary School.

Description of the Role:—Administration of a school office including accounting for funds and undertaking clerical/administrative and keyboard functions.

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

Applicants should forward an Application for Employment Form 201 with a statement addressing the selection criteria and relevant personal details and work history.

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

Enquiries to Deb Hutton, Department of Education, phone (03) 6431 5511, email debra.hutton@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Havenview Primary School

School Attendant, Grounds and Cleaning (300251).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$33,637 per annum.

Miscellaneous Workers (Public Sector) Award, School Attendant Level 2.

Permanent full-time 45 hours grounds and 35 hours cleaning per fortnight.

Location:—Havenview Primary School.

Description of the Role:—Under supervision perform various facets of the school attendant position which may involve cleaning, grounds keeping, kitchen assistant duties and basic maintenance of school facilities to a hygienic, safe and presentable level.

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

Applicants should forward an Application for Employment Form 201 with a statement addressing the selection criteria and relevant personal details and work history.

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

Enquiries to Mat Grining, Department of Education, phone (03) 6431 3995, email matthew.grining@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Hellyer College

School Attendant, Grounds (300691).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$33,637 per annum.

Miscellaneous Workers (Public Sector) Award, School Attendant Level 2.

Permanent full-time from 16 June 2008.

Location:—Hellyer College.

Description of the Role:—Under supervision perform various facets of the school attendant position which may involve cleaning, grounds keeping, kitchen assistant duties and basic maintenance of school facilities to a hygienic, safe and presentable level.

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

Applicants should forward an Application for Employment Form 201 with a statement addressing the selection criteria and relevant personal details and work history.

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

Enquiries to Jamie Fahey, Department of Education, phone (03) 6435 5200, email jamie.fahey@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Latrobe High School

Advanced Skills Teacher (201197).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$74,033 per annum.

Teaching Service (TPS) Award, Advanced Skills Teacher, Band 2.

Permanent full-time.

Location:—Latrobe High School.

Description of the Role:—To implement and manage appropriate learning programmes for students and to assess individual student progress. To assist the Principal in the general educational leadership, management and administration of a particular sector of a school or college.

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

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

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

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

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

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

Enquiries to Phil McKenzie, Department of Education, phone (03) 6426 1061, email philip.mckenzie@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (South)

Bruny Island District School

School Attendant (953362).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$33,637 pro rata.

Miscellaneous Workers (Public Sector) Award, School Attendant Level 2.

Permanent part-time 40 hours per fortnight.

Location:—Bruny Island District School.

Description of the Role:—Under supervision perform various facets of the school attendant position which may involve cleaning, grounds keeping, kitchen assistant duties and basic maintenance of school facilities to a hygienic, safe and presentable level.

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

Applicants should forward an Application for Employment Form 201 with a statement addressing the selection criteria and relevant personal details and work history.

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

Enquiries to Ben Stockwin, Department of Education, phone (03) 6293 1147, email ben.stockwin@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (South)

Hazelwood School

Teacher (950265).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$42,711–\$68,351 per annum.

Teaching Service (TPS) Award, Teacher.

Permanent full-time.

Location:—Hazelwood School.

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

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

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

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

Desirable Requirements:—Knowledge of and ability to teach students with disabilities. Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

Applicants should forward an Application for Employment

form, with a statement addressing the selection criteria, relevant personal details and work history.

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

Enquiries to Gayle West, Department of Education, phone (03) 6233 2100, email gayle.west@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (South)

Ogilvie High School

Advanced Skills Teacher (204742).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$74,033 per annum.

Teaching Service (TPS) Award, Advanced Skills Teacher, Band 2.

Permanent full-time.

Location:—Ogilvie High School.

Description of the Role:—To implement and manage appropriate learning programmes for students and to assess individual student progress. To assist the Principal in the general educational leadership, management and administration of a particular sector of a school or college.

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

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

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

Desirable Requirements:—Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005. Ability to lead professional learning across the whole school.

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 Judith Timbs, Department of Education, phone (03) 6228 8800, email judith.timbs@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

LIBRARY AND INFORMATION SERVICES

State Library of Tasmania

Public Library Services A

Parliamentary Library

Clerk (654031).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$38,927–\$42,233 pro rata.

Administrative and Clerical Employees Award, Level 3.

Fixed-term part-time 36.75 hours per fortnight from 31 March 2008 to 30 March 2009.

Location:—Parliamentary Library.

Description of the Role:—Carry out clerical, keyboard and general administrative duties as required in relation to the functions of an office, section or unit. Supervise the records of the office, section or unit. Assist in routine operational processes.

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

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

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

Enquiries to Janet Thorp, Department of Education, phone (03) 6233 6255, email janet.thorp@education.tas.gov.au.

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

EDUCATION

SKILLS TASMANIA

Capability Building Team

Assistant Project Officer (421871).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time.

Location:—Hobart.

Description of the Role:—Assist with Training Package review, endorsement and implementation.

Desirable Requirements:—A current driver's licence.

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

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

Enquiries to Jennifer Dunbabin, Department of Education, phone (03) 6233 8487, email jennifer.dunbabin@skills.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

TEACHERS' REGISTRATION BOARD

Manager Registration and Administration (963571).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

Description of the Role:—Manage the process for registration and limited authorities to teach for the Teachers Registration Board (TRB) and provide strategic advice to the Chief Executive Officer (CEO). Manage and ensure the efficient operations of the office of the Board.

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:—A current driver's licence.

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

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

Enquiries to Penny Cocker, Department of Education, phone (03) 6233 5682, email penny.cocker@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.

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS
ARTS TASMANIA

Deputy Director (424164).

Applications Close:—Friday, 28 March 2008.
Salary:—\$76,763 per annum.
Administrative and Clerical Employees Award, Level 10.
Fixed-term full-time until 24 April 2009.
Location:—Hobart.

Duties:—Provide strategic direction in the planning and reporting functions associated with the development of arts and culture in Tasmania and ensure policy is strategically implemented. Provide high level advice to Boards, Government and across the Department. Manage the business operations of Arts Tasmania including the performance monitoring of funded arts and cultural organisations.

Desirable Requirements:—To successfully perform the duties of this position it is desirable that you have a current driver's licence and tertiary qualifications or commensurate professional experience in arts management.

Enquiries to Steve Kyne, Deputy Director, phone (03) 6233 7306, email Steve.Kyne@arts.tas.gov.au. For a copy of the Statement of Duties please contact, Laura Harper, phone (03) 6233 7308, email Laura.Harper@arts.tas.gov.au.

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

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS
ENVIRONMENT
Regulation and Operations

Environmental Officer (Wastewater Management) (706218).

Applications Close:—Wednesday, 2 April 2008.
Salary:—\$40,547–\$59,573 per annum.
Professional Employees Award, Level 1.
Permanent full-time.
Location:—Hobart.

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

Essential Requirements:—A degree in either Science, Engineering or Environmental Studies or an equivalent tertiary qualification from a recognised tertiary institution.

Desirable Requirements:—To successfully perform the duties of this position it is desirable that you have experience or knowledge in best practice environmental management relating to wastewater management in addition to a current motor vehicle drivers licence.

Enquiries to Tammy Miller for a copy of the Statement of Duties phone (03) 6233 6518, email Tammy.Miller@environment.tas.gov.au. For further information about the position contact Coleen Cole, Acting Section Head, phone (03) 6233 2811, email Coleen.Cole@environment.tas.gov.au.

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

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS
PARKS AND WILDLIFE SERVICE

Administrative Officer—WITHDRAWN (701302).

Applications Close:—Friday, 21 March 2008.
Salary:—\$44,019–\$47,675 per annum.
Administrative and Clerical Employees Award, Level 4.
Fixed-term full-time until 2 December 2008.
Location:—Seven Mile Beach.

Duties:—Co-ordinate, manage and provide Field Centre administration. Provide regional administrative support in a timely and effective manner. Manage budget, staffing, purchasing, records, information, reporting and related administrative activities. Support of regional operational requirements.

Desirable Requirements:—To successfully perform the duties of this position it is desirable that you have a current motor vehicle licence and an ability to pass the PWS fire fighter assessment at the 'Moderate' or 'Arduous' level.

Enquiries to Paul Helleman, Parks and Reserves Manager, phone (03) 6214 8108, email Paul.Helleman@parks.tas.gov.au. For a copy of the Statement of Duties please contact Janice Reid, phone (03) 6214 8108, email Janice.Reid@parks.tas.gov.au.

Applications to Rosemary Cole, Human Resources, Department of Environment, Parks, Heritage and the Arts, G.P.O. Box 771, Hobart, 7001, phone (03) 6233 8039, fax (03) 6233 5907, email applications@depha.tas.gov.au.

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS
PARKS AND WILDLIFE SERVICE
Operations and Performance
North West Region

Visitor Reception Officer (706221).

Applications Close:—Wednesday, 2 April 2008.
Salary:—\$34,648–\$37,378 per annum.
Administrative and Clerical Employees Award, Level 2.
Permanent part-time (60% FTE).
Location:—Cradle Mountain.

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 Nardene Reeves, Business Enterprise Manager for a copy of the Statement of Duties or for further information about the position phone (03) 6492 1133, email Nardene.Reeves@parks.tas.gov.au.

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

HEALTH AND HUMAN SERVICES

Project Support Officer, Environmental Health (512193).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$48,862–\$50,671 per annum.

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

Permanent full-time day work.

Location:—25 Argyle Street, Hobart.

Duties:—As a member of the Environmental Health Unit, the Project Support Officer will undertake a range of clerical and administrative tasks; and participate in project management and associated support activities for individual projects. Provide general project support with planning, risk analysis, communication strategies and policy development.

Desirable Requirements:—Knowledge and understanding of project management principles with the ability to undertake basic research and to assist in the planning and co-ordinating of several concurrent sub project activities whilst working in an environment subject to strict time frames. Well developed skills and experience in the use of office management software, electronic communication and information systems and desktop publishing. Good liaison and consultation skills, with the ability to negotiate effectively with a wide range of key stakeholders, and work across organisational boundaries. Well developed written and verbal communication skills, including the capacity to proofread and edit policy documents and to prepare correspondence and basic reports and briefs.

Enquiries to Stuart Heggie, Department of Health and Human Services, phone (03) 6222 7732, email stuart.heggie@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

*Launceston General Hospital***Clinical Nurse (504153).**

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$60,828–\$65,071 pro rata.

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

Fixed-term part-time shift work (fully rotational), working 56 hours per fortnight. To commence as soon as possible until 29 March 2009.

Location:—Medicine-Ward 6D.

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

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

Enquiries to Kerry Leonard, Department of Health and Human Services, phone (03) 63487329, email kerry.leonard@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

*Launceston General Hospital***Clinical Nurse (504154).**

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$60,828–\$65,071 per annum.

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

Fixed-term full-time shift work (fully rotational). To commence as soon as possible until 17 January 2009.

Location:—Medicine-Ward 6D.

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

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

Enquiries to Kerry Leonard, Department of Health and Human Services, phone (03) 63487329, email kerry.leonard@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

*Launceston General Hospital***Clinical Nurse (504155).**

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$60,828–\$65,071 pro rata.

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

Fixed-term part-time shift work (fully rotational), working 36 hours per fortnight. To commence as soon as possible until 30 March 2009.

Location:—Medicine-Ward 6D.

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

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

Enquiries to Kerry Leonard, Department of Health and Human Services, phone (03) 63487329, email kerry.leonard@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

*Resources and Systems Performance***Executive Assistant (512159).**

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$43,431–\$47,038 per annum.

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

Permanent full-time day work.

Location:—1/34 Davey Street.

Duties:—Provide a high level of administrative and clerical support to the Director, Resources and Systems Performance and other senior staff of the Executive Services Unit. Manage and co-ordinate the provision of a complete range of efficient and effective office management support services for the Resources and Systems Performance Unit.

Enquiries to John Smith, Department of Health and Human Services, phone (03) 6233 3775, email john.smith@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

*Resources and Systems Performance***Manager Planning and Funding (512168).**

Applications Close:—Wednesday, 2 April 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:—1st Floor 34 Davey Street.

Duties:—Develop strategies, policies, systems and processes for the planning for financial resources within the Acute Health Services Group. Provide high level leadership, expertise, strategic advice and support on business and operational planning to inform the Acute Health Service Group business planning processes. Co-ordinate and manage the preparation of the operational plans and budgets of the Acute Health Services Group, including the development of hospital operational plans and targets consistent with agency processes, plans and goals.

Enquiries to John Smith, Department of Health and Human Services, phone (03) 6233 3775, email john.smith@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

*Royal Hobart Hospital***Administrative Officer (Relief) (510009).**

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$43,431–\$47,038 pro rata.

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

Fixed-term casual day work, commencing as soon as possible for 12 months. Hours as required.

Location:—Royal Hobart Hospital.

Duties:—Interview patients presenting for admission, collect essential personal and Health Insurance data. Update patient information on the HOMER Patient Information System. Provide relief for admission centre staff and other areas of the hospital as directed by Admissions Manager.

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

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

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HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

*Royal Hobart Hospital***Consultant Application Administrator (515177).**

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$63,340–\$66,962 per annum.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream Computer Systems Officer, Level 8 (CSO 3).

Permanent full-time day work with on call.

Location:—Royal Hobart Hospital.

Duties:—Support the day to day operations of a range of clinical computer applications. Develop and update business continuity management plans to ensure computer applications are supported in line with Australian Standards. Develop and update application management plans where necessary, to contribute to the Hospital's computer applications management portfolio.

Enquiries to Bob Hallam, Department of Health and Human Services, phone (03) 6222 7545, email bob.hallam@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

*Royal Hobart Hospital***Customer Service Officer (509339).**

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$38,464–\$41,681 pro rata.

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

Fixed-term casual day work, hours as required.

Location:—Royal Hobart Hospital.

Duties:—The Customer Service Officer, PIMS provides clerical support throughout all areas of the service. The position involves a high standard of customer focused reception skills and wide range of clerical functions in support of patient care in accordance with established policies and procedures relating to clinical, financial and administrative requirements for patient services.

Enquiries to Melinda Tonks, Department of Health and Human Services, phone (03) 6222 8448, email melinda.tonks@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

Royal Hobart Hospital

Filing Clerk (510531).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$34,295–\$36,936 pro rata.

Community and Health Services (Public Sector) Award, Administrative and Clerical Stream, Level 2.

Fixed-term casual day work, hours as required.

Location:—Royal Hobart Hospital.

Duties:—Maintain a neat and accurate terminal digit filing system for all clinical information. Assist with letters and reports, retrieve and refile all designated files, undertake and report on audit and culling programmes, assist with other general administrative tasks.

Enquiries to Rhonda Boulter, Department of Health and Human Services, phone (03) 6222 8248, email rhonda.boulter@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

Royal Hobart Hospital

Food Production Supervisor (508069).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$45,244 per annum.

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

Permanent full-time day work, not working weekends, but working public holidays.

Location:—Royal Hobart Hospital.

Duties:—Supervise the activities of the Central Food Production Unit, including the receipt and distribution of all food items and food production. Supervise and provide support to cooks and food service officers. Maintain control over the ordering and issuing of food products from the production unit.

Enquiries to Rob deSalis, Department of Health and Human Services, phone (03) 6222 8548, fax (03) 6222 8701, email rob.desalis@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

Royal Hobart Hospital

Hospital Assistant, TCU (516532).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$34,812–\$35,533 pro rata.

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

Fixed-term casual shift work, as required.

Location:—Repatriation Centre, Davey Street.

Duties:—Act as a member of a team and perform duties consistent with quality improvement guidelines to provide hospital aide services, general housekeeping, portage and catering duties to Transition Care Unit patients.

Enquiries to Barry Auksorius, Department of Health and Human Services, phone (03) 6222 7830, email barry.auksorius@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

Royal Hobart Hospital

Medical Scientist (510292).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$42,638–\$68,410 per annum.

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

Fixed-term full-time shift work commencing as soon as possible until 1 February 2010.

Location:—Pathology Department, Core Laboratory, Royal Hobart Hospital.

Duties:—This position is located in the Core Laboratory which provides a 24 hour, 7 days a week diagnostic service in Clinical Chemistry, Haematology, Coagulation and Blood Bank. The individual is expected to work as the sole scientist in this multidisciplinary environment on the out-of-hours roster. University graduates having graduated within the previous 1-2 years are encouraged to apply.

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

Enquiries to Stephen Cook, Department of Health and Human Services, phone (03) 6222 8199, email stephen.cook@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

*Royal Hobart Hospital***Optometrist (Relief) (517348).**

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$75,155–\$83,123 pro rata.

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

Fixed-term casual working on an as required basis. Commencing as soon as possible for 12 months.

Location:—Royal Hobart Hospital.

Duties:—Provide efficient, effective and high quality optometric care to patients attending the RHH eye clinic, RHH inpatients and hospital staff.

Desirable Requirements:—Membership of the Optometrists Association Australia or can demonstrate the same level of professional indemnity insurance cover. Holder of a certificate of authorisation from the Optometrists Registration Board of Tasmania to administer, supply and prescribe Class 1 substances pursuant to the Optometrists Registration Act 1994.

Essential Requirements:—Current registration as an Optometrist pursuant to the Optometrist Registration Act 1994.

Enquiries to Michael Knipe, Department of Health and Human Services, mobile 0419 109 556, email mknipe@totaleye.com.au.

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

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HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

*Royal Hobart Hospital***Physiotherapist (508296).**

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$42,638–\$68,410 per annum.

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

Permanent full-time day work.

Location:—Clinical Support Services, Physiotherapy Department, Royal Hobart Hospital.

Duties:—Provide Physiotherapy assessments and interventions to patients referred to the Physiotherapy Service.

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

Enquiries to Paul Shinkfield, Department of Health and Human Services, phone (03) 6222 8326, email shinkfield@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

*Royal Hobart Hospital***Registered Nurse, Level 2 (516164).**

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$60,828–\$65,071 per annum.

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

Permanent part-time day work, 16 hours per fortnight.

Location:—Womens and Childrens Services, Womens Health Clinic, Royal Hobart Hospital.

Duties:—Functions as an advanced clinical practitioner within the designated area and provides management support to the Nurse Unit 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, with authorisation to practise as a Midwife.

Enquiries to Katrina Greenwood, Department of Health and Human Services, phone (03) 6222 8299, email katrina.greenwood@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

*Royal Hobart Hospital***Registered Nurse, Midwife—2 Vacancies.**

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$43,859–\$58,704 per annum.

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

Vacancy No. 509815.

Permanent part-time day work, 64 hours per fortnight.

Location:—Womens and Childrens Services, Womens Health Clinic, Royal Hobart Hospital.

Vacancy No. 511327.

Permanent part-time shift work (fully rotational) 72 hours per fortnight.

Location:—Womens and Childrens Services, Maternity Unit, Royal Hobart Hospital.

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

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

Enquiries to Katrina Greenwood, Department of Health and Human Services, phone (03) 6222 8299, email katrina.greenwood@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

Royal Hobart Hospital

Specialist Physiotherapist, Hands, Burns and Plastics (517660).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$65,522–\$75,155 per annum.

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

Permanent part-time day work.

Location:—Clinical Support Services, Physiotherapy Department, Royal Hobart Hospital.

Duties:—Provide and maintain optimal physiotherapy care to patients referred to the Hands, Burns and Plastics Physiotherapy Team at the Royal Hobart Hospital.

Desirable Requirements:—Post graduate qualifications relevant to the field of hands, burns and plastics physiotherapy or demonstrated willingness to undertake studies to obtain such qualifications.

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

Enquiries to Paul Shinkfield, Department of Health and Human Services, phone (03) 6222 8326, email paul.shinkfield@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

Royal Hobart Hospital

Specialist Physiotherapist, Neurosurgical-Rehabilitation (508327).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$65,522–\$75,155 per annum.

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

Fixed-term full-time day worker, commencing as soon as possible until 31 March 2010.

Location:—Clinical Support Services, Physiotherapy.

Duties:—Provide and maintain optimal physiotherapy care to patients in the areas of neurosurgery, rehabilitation and medical units of the Royal Hobart Hospital.

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

Enquiries to Paul Shinkfield, Department of Health and Human Services, phone (03) 6222 8326, email paul.shinkfield@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

Royal Hobart Hospital

Staff Specialist, Urology (509381).

Applications Close:—Wednesday, 2 April 2008.

Salary:—To be negotiated.

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

Permanent full-time day work (with oncall).

Location:—Clinical Services, Surgery, Urology Department.

Duties:—Provide clinical services of the highest possible standard to Urological Surgery patients. Actively pursue improved outcomes for Urological Surgery patients by participating in teaching and research relevant to Urological Surgery.

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

Enquiries to Stuart Walker, Department of Health and Human Services, phone (03) 6222 8703, email stuart.walker@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

Royal Hobart Hospital

Triage Clerk (508183).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$43,431–\$47,038 pro rata.

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

Permanent part-time fully rotational shift work, 38 hours per fortnight.

Location:—Royal Hobart Hospital.

Duties:—Provide an efficient and effective emergency reception service, including immediate attention to patients presenting for treatment and admission. Initial interview and registration provides verification of patient identification data. Process all emergency admissions and after hours direct admissions.

Enquiries to Merewyn Price, Department of Health and Human Services, phone (03) 6222 8861, email merewyn.price@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Mental Health Services

North West

Administrative Support Officer (517653).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$43,431–\$47,038 per annum.

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

Permanent full-time daywork.

Location:—Mental Health Services, Burnie.

Duties:—As a team member of the Area Management Unit: Provide business processing and executive support to the Area Management Unit North West including the timely and accurate processing of financial accounts and correspondence. Manage and co-ordinate the provision of a complete range of efficient and effective office management support services for the Area Management Unit North West. Co-ordinate the preparation of complex documents including Ministerial correspondence, provide support to meetings as required, and ensure the smooth administration operation of the Area Management Unit. Provide secretariat support to the Area Management Unit as required.

Desirable Requirements:—Highly developed interpersonal communication skills, including the proven ability to undertake duties in a professional manner, with a high level of discretion, and effectively liaise with internal and external clients, while maintaining a high level of stakeholder satisfaction. Highly developed computer skills including proficiency in the use of word processing, spreadsheet, database packages and computerised financial management information systems. High level of keyboard skills (e.g. speed and accuracy) and experience in the production of general office correspondence, with a high degree of attention to detail, including accurate spelling and correct use of grammar.

Enquiries to Amanda-Jane Pearce, Department of Health and Human Services, phone (03) 6434 7280, email amanda-jane.pearce@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Mental Health Services

North West

Area Quality and Safety Officer (515330).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$70,573–\$72,385 per annum.

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

Permanent full-time daywork.

Location:—Mental Health Services, Burnie.

Duties:—As part of an Area Management Unit supporting individual units and services to facilitate effective clinical service delivery and in accordance with the Mental Health Services Strategic Plan, National Mental Health Plan, Agency policy, legal requirements and relevant professional competencies, the Quality Officer will: Co-ordinate, promote and evaluate the quality, safety and risk management agenda at the regional level, oversee the regional review and accreditation processes, and work in collaboration with relevant other staff to implement an integrated quality and safety programme at the regional and state wide level.

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

Enquiries to Amanda-Jane Pearce, Department of Health and Human Services, phone (03) 6434 7280, email amanda-jane.pearce@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Mental Health Services

South

Allied Health Professional (512593).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$65,522–\$75,155 per annum.

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

Fixed-term casual as and when required, from As soon as possible for a period of twelve months.

Location:—Southern Area.

Duties:—The Allied Health Professional will undertake the delivery of quality care to clients of the Child and Adolescent/Adult Community/Inpatient and Extended Treatment/Older Persons Mental Health Service, based on best practice principles and within a collaborative and multi-disciplinary framework.

Essential Requirements:—Degree in Social Work giving eligibility for membership in the Australian Association for Social Workers, or a Masters Degree in Clinical Psychology and registrable to practice as a Psychologist in the State of

Tasmania; or a four year degree in Psychology with two years supervised clinical experience and registrable to practice as a Psychologist in the State of Tasmania; or Graduate of an approved School of Occupational Therapy and eligibility for membership to OT Australia (Australian Association of Occupational Therapists).

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

Enquiries to Betsy Floyde, Department of Health and Human Services, phone (03) 6211 4580, email betsy.floyde@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Mental Health Services

South

Community Nurse (506432).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$54,463–\$65,071 per annum.

Nurses (TPS) Award, Community FCH Nurse.

Permanent full-time day work.

Location:—Glenorchy and Northern Districts.

Duties:—The Community Nurse provides a specialist mental health service within the community setting for a designated client group, utilising evidence based practices and recovery principles, works within a multi-disciplinary team to deliver co-ordinated assertive case management including triage, crisis, intake and assessment and the development and implementation of individual service plans for designated clients and supports and works in collaboration with primary health care professionals within an identified region to provide care to clients in the community setting.

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

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

Enquiries to Ros Cole, Department of Health and Human Services, phone (03) 6211 5000, mobile 0408 125 916, email rosalind.cole@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Mental Health Services

South

Data Collections Officer (511249).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$38,464–\$41,681 pro rata.

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

Fixed-term full-time day work, working 76 hours per fortnight commencing As soon as possible until 6 March 2009.

Location:—St Johns Park, New Town.

Duties:—The Data Collections Officer enters data into a computerised mental health client information system; provides routine reports and supports mental health teams statewide. Provides clerical and administrative support to the staff of the Mental Health Information and Evaluation Unit as required.

Desirable Requirements:—Knowledge of and demonstrated ability in the use of computerised information systems, including routine production of reports from those systems. Ability to interpret, encode, decode and enter data efficiently and accurately. Good oral and written communication skills. Ability to liaise with staff at all levels, including senior managers and clinicians. Reliable and methodical record keeping skills with the motivation to maintain consistent and complete records. An interest in evolving and testing systems of data management procedures. Willingness to undertake further training as required.

Enquiries to Darren Turner, Department of Health and Human Services, phone (03) 6230 7735, email darren.turner@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Oral Health

Quality Officer (516478).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$63,340–\$66,962 per annum.

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

Permanent full-time day work.

Location:—Henty House, Launceston.

Duties:—As a member of the Quality and Clinical Standards unit; develop, implement and evaluate quality improvement and consumer safety activities within Oral Health Services in accordance with Agency policies, statutory requirements and relevant standards and guidelines. Act as a resource to Oral Health Services staff, providing advice and support and assisting in the implementation and evaluation of quality improvement and consumer safety strategies. Facilitate incident management and complaint processes and quality improvement initiatives.

Desirable Requirements:—Comprehensive knowledge and demonstrated experience of quality improvement and consumer safety issues. An understanding of Oral Health Services issues would be desirable.

Demonstrated ability to initiate, support and motivate a multidisciplinary team in the development, implementation and evaluation of quality improvement and clinical risk management activities.

Demonstrated knowledge of legislation and guidelines relating to consumer safety and an ability to provide direction and support to management and staff in relation to the management and monitoring of adverse events and client related incidents.

Enquiries to Robyn Nikolai, Department of Health and Human Services, phone (03) 6214 5402, mobile 0429 383 703, email robyn.nikolai@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Population Health

Public and Environmental Health Service

Administrative Officer, Infection Control (516289).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$48,862–\$50,671 per annum.

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

Permanent full-time day work.

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

Location:—Hobart.

Duties:—As a member of the Statewide Infection Control Unit, the Administrative Support Officer is responsible for providing high level administrative and project support to the Manager and other senior staff in the development of a statewide approach to infection control.

Desirable Requirements:—Demonstrated administrative, organisational and co-ordination skills, as well as the ability to work independently, to plan, organise, set priorities and work effectively in an environment subject to work pressure and change.

High level knowledge and experience in using word processing, spreadsheet and data base computer software to prepare and present information in written, numeric and graphical format.

Experience in undertaking research and analytical tasks, with an ability to exercise initiative in gathering and interpreting information.

Enquiries to Brett Mitchell, Department of Health and Human Services, phone (03) 6222 7693, email brett.mitchell@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Primary Health

South

Administrative Assistant (506943).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$38,464–\$41,681 per annum.

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

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

Location:—Sites in Southern Tasmania as required.

Duties:—Responsible for the provision of administrative and clerical support and reception duties. To provide support and assistance to the Director of Nursing/Site Manager located at health facilities within New Norfolk and Ouse, and a support service for designated Aged Rural and Community Health staff.

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

Enquiries to Celia Hooker, Department of Health and Human Services, phone (03) 6262 2888, email celia.hooker@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Primary Health

South

Clinical Nurse (513873).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$60,828–\$65,071 per annum.

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

Fixed-term full-time shiftwork, commencing As soon as possible to 31 December 2008.

Location:—Ouse District Hospital.

Duties:—Working in the Central Highlands is a chance to slow down, breathe fresh clean mountain air and take in the sheer beauty of the forests, lakes and rivers of Tasmania's highlands. Ouse is located in Tasmania's Central Highlands which is a culturally diverse, charming and exciting region rich in history, culture, wilderness, food, wine, accommodation, attractions, adventure and bushwalking. The area boasts world renowned wild brown and rainbow trout fishing, Lake St Clair and Mount Field National Parks. Fixed term positions are currently available in the area and provide an opportunity to work in and with rural communities delivering primary health services.

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 pre-employment checks 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. Identification check and disciplinary action in previous employment check.

Enquiries to Susan Rasmussen, Department of Health and Human Services, phone (03) 6287 1354, email susan.rasmussen@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Primary Health

South

Director of Nursing, Ouse (505630).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$80,978 per annum.

Nurses (TPS) Award, Registered Nurse, Level 5, Grade 1.

Fixed-term full-time daywork, commencing 14 April 2008 to 31 December 2008.

Location:—Ouse District Hospital.

Duties:—Manage a range of community and hospital based services provided from the relevant site, including the management of resources and undertaking a leadership role in ensuring that clinical practice is in accordance with Agency performance objectives and community expectations. Facilitate the development and maintenance of strong communication links within the Agency and other government and non government agencies, community health service providers and other key groups and consumers regarding health service priorities. In collaboration with the ADON Clinical Performance and Quality Improvement Consultant develop and implement on-going quality improvement and client safety programmes. As part of a senior clinical practice management group, contribute to broader clinical management and service delivery issues, including policy review and the development of strategies to meet current and future service priorities.

Working in the Central Highlands is a chance to slow down, breathe fresh clean mountain air and take in the sheer beauty of the forests, lakes and rivers of Tasmania's highlands. Ouse is located in Tasmania's Central Highlands which is a culturally diverse, charming and exciting region rich in history, culture, wilderness, food, wine, accommodation, attractions, adventure and bush walking. The area boasts world renowned wild brown and rainbow trout fishing, Lake St Clair and Mount Field National Parks. Ouse is located just over an hour from Hobart. Assistance with accommodation can be provided.

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 pre-employment checks 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. Identification check and disciplinary action in previous employment check.

Enquiries to Skye Fraser, Department of Health and Human Services, phone (03) 6233 8727, mobile 0418 394 208, email skye.fraser@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Primary Health

South

Registered Nurse (506284).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$43,859–\$58,704 per annum.

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

Fixed-term full-time shiftwork, commencing as soon as possible to 31 December 2008.

Location:—Ouse District Hospital.

Duties:—Working in the Central Highlands is a chance to slow down, breathe fresh clean mountain air and take in the sheer beauty of the forests, lakes and rivers of Tasmania's highlands. Ouse is located in Tasmania's Central Highlands which is a culturally diverse, charming and exciting region rich in history, culture, wilderness, food, wine, accommodation, attractions, adventure and bush walking. The area boasts world renowned wild brown and rainbow trout fishing, Lake St Clair and Mount Field National Parks. Fixed term positions are currently available in the area and provide an opportunity to work in and with rural communities delivering primary health services. Ouse is located just over an hour from Hobart. Assistance with accommodation can be provided.

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 pre-employment checks 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. Identification check and disciplinary action in previous employment check.

Enquiries to Susan Rasmussen, Department of Health and Human Services, phone (03) 6287 1354, email susan.rasmussen@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Primary Health

South

Senior Community Physiotherapist (510753).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$65,522–\$75,155 per annum.

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

Fixed-term full-time day work, commencing As soon as possible until 7 November 2008.

Location:—Southern Area.

Duties:—In accordance with organisational policies and the professional code of ethics, to be responsible for the efficient and effective provision of Physiotherapy Services to clients living in the Southern Area. Co-ordinate the physiotherapy services in the Area, including supervision and support of staff and students. Contribute to Health Promotion in the Municipality.

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

Enquiries to Anthea Goslin, Department of Health and Human Services, phone (03) 6222 7217, email anthea.goslin@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Statewide Specialist Services

Community Forensic Mental Health Services

Clinical Psychologist (512549).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$65,522–\$75,155 per annum.

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

Permanent part-time day work, working 30.4 hours per fortnight.

Location:—Southern Area.

Duties:—In accordance with primary health care principles, Agency policy and direction, legal requirements and professional competencies, undertake the delivery of quality patient care services, based on best practice and within a collaborative and multidisciplinary framework.

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

The Commissioner has determined that the person nominated for this position is to satisfy pre-employment checks 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. Identification check and disciplinary action in previous employment check.

Enquiries to Kel Ryan, Department of Health and Human Services, phone (03) 6233 4561, mobile 0409 219 380, email kelly.ryan@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Statewide Specialist Services

Community Forensic Mental Health Services

Senior Social Worker (512546).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$75,155–\$83,123 per annum.

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

Permanent full-time day work.

Location:—Southern Area.

Duties:—As the Senior Social Worker for the Community Forensic Mental Health Service, ensure the quality of clinical social work services through the implementation of the model of professional supervision and accountability and to participate in the development of the statewide Community Forensic Mental Health Service.

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 pre-employment checks 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. Identification check and disciplinary action in previous employment check.

Enquiries to Kel Ryan, Department of Health and Human Services, phone (03) 6233 4561, mobile 0409 219 380, email kelly.ryan@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Statewide Specialist Services

Correctional Primary Health

Co-morbidity Clinical Nurse Consultant (513713).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$69,869–\$74,792 per annum.

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

Permanent full-time day work.

Location:—Southern Area.

Duties:—In accordance with primary health care principles, Agency policy and directions, legal requirements and professional competencies, undertake the development, co-ordination, delivery and evaluation of programmes for prisoners/detainees with complex co-morbid diagnoses, specific alcohol and other drug issues using research based principles within a collaborative and multidisciplinary framework. Provide high level specialist liaison and consultation regarding Alcohol and Other Drug matters and management of associated issues to Correctional Primary Health Service staff, Inmates, Correctional Officers, Offender Services Parole Board, Classification, the Courts, and Community Corrections. Provide high level input into policy for drug and alcohol issue

management in a custodial environment. High level input into the development and implementation of the Prison Drug Strategy.

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 pre-employment checks 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. Identification check and disciplinary action in previous employment check.

Enquiries to Ann Marie Mallett, Department of Health and Human Services, phone (03) 6216 8240, email annmarie.mallett@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Statewide Specialist Services

Wilfred Lopes Centre

Clinical Nurse (515162).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$60,828–\$65,071 per annum.

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

Permanent full-time shift work (fully rotational).

Location:—Wilfred Lopes Centre, Risdon Vale.

Duties:—Provide clinical leadership in all aspects of nursing practice and collaborate with members of the health team in the co-ordination of care. Function as a clinical leader within the designated practice setting and provide management support to the Clinical Nurse Specialist and Clinical Nurse Manager including participation in staff education and performance management. Actively contribute to the development and revision of organisational documentation, policies and procedures relating to nursing based best practice.

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

The Commissioner has determined that the person nominated for this position is to satisfy pre-employment checks 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. Identification check and disciplinary action in previous employment check.

Enquiries to Geoff Clifford, Department of Health and Human Services, phone (03) 6216 8007, email geoff.clifford@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Children and Family Services

Directorate

Administrative Assistant (501518).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$38,464–\$41,681 per annum.

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

Permanent full-time day work.

Location:—Directorate, Hobart.

Duties:—In a multi-skilled team environment, provide high level administrative and clerical support to Children and Family Services in particular to members of the management team. Financial functions including purchasing and invoice batching and accounts payable, maintenance of stationery stock levels and petty cash for Children and Family Services. Assist with the administrative/clerical tasks associated with Departmental assets including equipment and vehicles. Is a first point of contact for the Statewide Office, including the screening of calls and dealing with routine matters, as required. Provide executive support in organising meetings, preparing and distributing agendas, collating related papers and organising equipment. Provide high level, sensitive and confidential reception service. Provide a first point of contact for clients accessing Children and Family Services. In the absence of the Executive Assistant provide assistance to the Director.

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

Enquiries to Marilyn Irving, Department of Health and Human Services, phone (03) 6233 9416, email marilyn.irving@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Children and Family Services

Programme Development and Statewide Services

Executive Assistant (501507).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$43,431–\$47,038 per annum.

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

Permanent full-time day work.

Location:—Programme Development and Statewide Services, Hobart.

Duties:—Provide high level administrative, clerical and reception support to Manager Programme Development and Statewide Services. Manage and co-ordinate the provision of a complete range of efficient and effective office management

support services to Programme Development and Statewide Services. Co-ordinate and participate in the preparation of complex documents including Ministerial correspondence, provide support to meetings as required, and ensure the smooth administration of the Manager's office. As a member Children and Family Services, this position sits within a framework of human service reform that places priority on ensuring the safety and well being of Tasmanian children.

The Commissioner has determined that the person nominated for this position is to satisfy pre-employment checks 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. Identification check and disciplinary action in previous employment check.

Enquiries to Karen Bellette, Department of Health and Human Services, phone (03) 6233 8459, email karen.bellette@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Housing

Senior Housing Analyst (Community Partners/SAAP) (501731).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$70,573–\$72,385 per annum.

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

Permanent full-time day work.

Location:—Housing Services.

Duties:—As a member of the Community Partners Unit participate in the management of:—The development of detailed programmes for implementation at the local level that provide effective responses to current and emerging homelessness, community housing and Aboriginal housing issues. The budget and contractual arrangements for the Supported Accommodation Assistance Programme, Aboriginal Rental Housing Programme, Community Housing Programme and Crisis Accommodation Programme including the development and monitoring of service Agreements and. Relations with external organisations concerned with housing and homelessness.

The position has a particular responsibility for the Supported Accommodation Assistance Programme.

Desirable Requirements:—High level strategic, conceptual, analytical and creative skills including an ability to understand the political, social and organisational environment and identify relevant issues. High level interpersonal, communication, negotiation and conflict resolution skills and an ability to represent the Department and identify and negotiate mutually acceptable solutions in situations of differing interests. A well demonstrated ability to develop policy and programmes and to market options to affected parties.

Enquiries to Peter White, Department of Health and Human Services, phone (03) 6233 8952, email peter.white@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Housing

Team Leader Service Improvement (517014).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$52,481–\$54,291 per annum.

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

Permanent full-time day work.

Location:—Housing Services Hobart.

Duties:—Assist in co-ordinating the implementation of policy, procedures and practice improvement through undertaking quality improvement activities, delivering training and identifying other opportunities for staff development in the Area in accordance with Housing Tasmania's service delivery policies, principles and standards.

Desirable Requirements:—A demonstrated ability to coach, train and develop the skills of others. Well developed ability to supervise staff in a customer service environment subject to work pressure and change. Well developed interpersonal skills, including written and verbal communication, the ability to negotiate and prepare reports and documents.

Enquiries to Rachael Andrews, Department of Health and Human Services, phone (03) 6233 8434, email rachael.andrews@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Housing

Tenancy Team Leader Tm 1 (516994).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$52,481–\$54,291 per annum.

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

Permanent full-time day work.

Location:—Housing Services Hobart.

Duties:—Supervise a team of tenancy staff in the management of the day to day delivery of services to clients in accordance with Housing Tasmania's service delivery policies, principles and standards.

Desirable Requirements:—Well developed ability to supervise staff in a customer service environment subject to work pressure and change. Well developed interpersonal skills, including written and verbal communication, the ability to liaise, negotiate and prepare reports and documents. Demonstrated ability to exercise problem solving skills, initiative, judgement and discretion in recommending or

deciding on appropriate action according to legislation, policy, guidelines, political environment and client circumstances.

Enquiries to Liz Murray, Department of Health and Human Services, phone (03) 6233 3649, email liz.murray@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Youth Justice

Community Youth Justice

Youth Justice Worker (515034).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$42,638–\$68,410 per annum.

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

Permanent full-time day work.

Location:—Community Youth Justice, Launceston.

Duties:—As part of a restorative justice practice framework and subject to the statutory provisions of the Youth Justice Act 1997 assess the complex risks and rehabilitative needs of young people referred by the police and the courts, participate in youth diversionary programmes and case manage a caseload of identified clients on legal orders.

Essential Requirements:—University acquired degree or diploma in a humanities field. Current Driver's Licence.

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

Enquiries to Jacqueline Steele, Department of Health and Human Services, phone (03) 6336 2376, email jacqueline.steele@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

OFFICE OF THE SECRETARY

Executive and Portfolio Services

Administrative Officer (517654).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$43,431–\$47,038 per annum.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—Within the context of a client focused team environment provide administrative and clerical support to

the Director and Business Unit staff in relation to the roles and responsibilities of the Office of the Secretary. This work will involve liaison with key support staff across the Agency in order to facilitate timely information flow.

Desirable Requirements:—Ability to interact and liaise with staff at all levels effectively and to handle sensitive situations with diplomacy and discretion whilst maintaining confidentiality. Organisational skills including the ability to work under pressure, to set priorities and manage varying work loads in a sensitive and client focussed team environment. An understanding or ability to acquire an understanding of intergovernmental relations, government agencies, ministerial offices, parliamentary procedures and, the general confidentiality requirements of government.

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

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

HEALTH AND HUMAN SERVICES

SHARED SERVICES

Information Services

Project Manager Patient Discharge Medication Report : Re-advertised (517428).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$76,007 per annum.

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

Fixed-term full-time day work from As soon as possible for a period of 15 months.

Location:—Hobart.

Duties:—Responsible for the management of the Patient Discharge Medication Record (PDMR) Project including human, physical and financial resources. Provide leadership and support to the PDMR Project team and relevant stakeholders to ensure the successful completion and delivery of the project.

Desirable Requirements:—High level project management, strategic information management planning and business analyst skills, including the ability to lead and manage a small team that links with diverse service delivery areas. Demonstrable experience and understanding of health information systems and systems integration projects. Broad understanding of the complex environment of health and human service delivery and the impact of e-health initiatives on this environment.

Enquiries to Chris Showell, Department of Health and Human Services, phone (03) 62336757, email chris.showell@dhhs.tas.gov.au.

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

INFRASTRUCTURE, ENERGY AND RESOURCES

INFRASTRUCTURE POLICY AND PLANNING

State Infrastructure Planning System

Database and Information Analyst (372095).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

Duties:—As part of the State Infrastructure Planning System (SIPS) team, manage, maintain and develop the electronic information database and ensure successful integration with other developing Branch systems.

Provide specialist advice and expertise in the key areas of data management and application support and act as an advisor on information management and associated issues.

Desirable Requirements:—Appropriate tertiary qualifications in a relevant discipline.

Enquiries to Ian Hughes, Manager SIPS, Department of Infrastructure, Energy and Resources, phone (03) 6233 2734, email ian.hughes@dier.tas.gov.au.

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

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

INFRASTRUCTURE, ENERGY AND RESOURCES

ROADS AND TRAFFIC

RIMS Management

Senior Business Analyst (372034).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$71,326–\$73,143 per annum.

Administrative and Clerical Employees Award, Level 9.

Permanent full-time.

Location:—Hobart.

Duties:—To provide authoritative specialist consultative Business Analyst advice as a member of the Road Information Management System (RIMS) Management Team regarding the ongoing development and management of RIMS and other corporate applications within the Roads and Traffic Division.

Desirable Requirements:—A tertiary qualification in a relevant discipline. Experience with development and implementation of information systems in a corporate environment.

Enquiries to Mark Phillips, Manager RIMS, Department of Infrastructure, Energy and Resources, phone (03) 6233 7146, email mark.phillips@dier.tas.gov.au.

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

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

INFRASTRUCTURE, ENERGY AND RESOURCES

ROADS AND TRAFFIC

Traffic Engineering

Manager Traffic Management, State (371983).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

Duties:—To effectively manage the section's human, financial and physical resources to provide, in collaboration with road owners and stakeholders, a safe, efficient and accessible road network in Tasmania.

To collate and interpret high level professional advice on novel, contentious or complex technical issues to facilitate the delivery of Government and Agency policies and objectives.

Desirable Requirements:—A current driver licence. A Degree or Diploma/or Associate Diploma in Engineering with a minimum 5 years practical experience in traffic engineering and road safety positions.

Enquiries to Simon Buxton, Manager Traffic Engineering, Department of Infrastructure, Energy and Resources, phone (03) 6233 5276, email simon.buxton@dier.tas.gov.au.

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

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

JUSTICE

COMMUNITY CORRECTIONS

Community Service Order Supervisor, Fixed Term Employment Register (various).

Applications Close:—Saturday, 28 February 2009.

Salary:—\$34,648 pro rata.

Operational Employees Award, Level 3.

Register Fixed Term casual (hours as and when required).

Location:—Statewide.

Duties:—Advise, direct and encourage people undertaking Community Service Orders to complete their orders, providing clear practical demonstration to clients in the type of work required. Initiate and maintain contact with individuals and representatives or organisations receiving assistance from Community Service Order programmes and to advise the appropriate Probation Officer of any change in their circumstances or needs. Transport people undertaking Community Service Orders and equipment to work sites as required and to ensure that equipment supplied is used safely, in accordance with Workplace Health and Safety Standards.

Essential Requirements:—A current motor vehicle driver's licence. Current First Aid Certificate. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for—crimes of violence, sex related offences, drug and alcohol related offences, crimes involving dishonesty, crimes involving deception, making false declarations, malicious damage and destruction to property, serious traffic offences, crimes against public order or relating to the Administration of Justice for the Executive or the Legislative Power. Disciplinary action in previous employment check and identification check.

Enquiries to Melanie Brough, Policy Officer, Community Corrections, Department of Justice, phone (03) 6233 9570, email melanie.brough@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact

Cheryl Fowler on (03) 62334753, email cheryl.fowler@justice.tas.gov.au.

To be considered for this Fixed Term Casual Employment Register, applicants must submit a completed application form, statement addressing the selection criteria, current curriculum vitae and certified proof of current first aid certificate and driver's licence.

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

COMMUNITY CORRECTIONS

Directorate

Policy Support and Research Officer (356053).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Fixed-term full-time commencing as soon as possible for a period of six months.

Location:—Hobart.

Duties:—Under the direction of the Senior Policy Officer, contribute to the research, preparation, implementation and review of Community Corrections policies and procedures. Prepare accurate and concise documents, including briefings, issues papers and correspondence.

The Commissioner has determined that the person nominated for this vacancy is to satisfy a pre-employment check before taking up the appointment, promotion or transfer: conviction checks in the following conviction areas—crimes of violence, sex-related offences, drug and alcohol related offences, crimes involving dishonesty, crimes involving deception, making false declarations, malicious damage and destruction to property, serious traffic offences, crimes against public order or relating to the administration of Justice for the Executive or legislative power. Disciplinary action in previous employment and identification.

Enquiries to Pavlina Matt, Senior Policy Officer, Community Corrections, Department of Justice, phone (03) 6233 4753, email pavlina.matt@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Cheryl Fowler on (03) 6233 4753.

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

COMMUNITY CORRECTIONS

Southern Region

Community Service Order Support Officer—3 Vacancies.

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Vacancy No. 356054.

Fixed-term full-time commencing As soon as possible until 12 September 2008.

Location:—Southern Region.

Vacancy No. 356055.

Fixed-term full-time commencing As soon as possible until 12 September 2008.

Location:—Southern Region.

Vacancy No. 356056.

Fixed-term full-time commencing As soon as possible until 12 September 2008.

Location:—Southern Region.

Duties:—Perform a range of clerical tasks associated with the Community Service Order Scheme, including the preparation of correspondence, maintenance of manual files and the production and delivery of court documentation.

The Commissioner has determined that the person nominated for this vacancy is to satisfy a pre-employment check before taking up the appointment, promotion or transfer: conviction checks in the following conviction areas—crimes of violence, sex-related offences, drug and alcohol related offences, crimes involving dishonesty, crimes involving deception, making false declarations, malicious damage and destruction to property, serious traffic offences, crimes against public order or relating to the administration of Justice for the Executive or legislative power. Disciplinary action in previous employment and identification.

Additional Information:—Shortlisted applicants may be required to undergo a psychological assessment prior to the interview being conducted. At the interview stage, the panel may discuss and clarify with the applicant any issues raised from the psychological assessment.

Enquiries to Pamela Hooker, Regional Manager South, Community Corrections, Department of Justice, phone (03) 6233 2729, email pamela.hooker@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Pamela Hooker on (03) 6233 2729.

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

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

JUSTICE

TASMANIA PRISON SERVICE

Fire Management Officer and Safety Co-ordinator (354477).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time 73.50 hours per fortnight.

Location:—Risdon Prison.

Duties:—Ensure health and safety responsibilities for all TPS staff, contractors and visitors are identified and known, including responsibilities set out in the Workplace Health and Safety Act 1995 and departmental procedures and that investigations and risk assessments are conducted and documented. Develop and co-ordinate the TPS safety management system. Develop and implement hazard identification, register, assessment and control procedures.

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, drug and alcohol related offences, crimes involving dishonesty, traffic offences, disciplinary action in previous employment and identification.

Desirable Requirements:—Workplace Training and Assessment Certificate 4. Workplace Health and Safety Certificate Level 4. Current Drivers Licence. Previous experience in the fire management or fire service industry.

Enquiries to Karen Henderson, Manager Finance and Support Services, Tasmania Prison Service, Department of Justice, phone (03) 62168 188, fax (03) 62168 022, email karen.henderson@justice.tas.gov.au.

Applications to Daphne Webb, Administrative Support Officer, Recruitment and Establishment, Department of Justice, G.P.O. Box 825, Hobart TAS 7001, phone (03) 6233 6809, fax (03) 6233 3254, email 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 website. If a Statement of Duties cannot be downloaded, please contact Karen Henderson on (03) 62168188.

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

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

JUSTICE

TASMANIA PRISON SERVICE

Directorate and Policy

Executive Support Officer (355127).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Fixed-term full-time from 10/06/2008 to 23/03/2009.

Location:—Risdon Prison.

Duties:—Provide high level administrative and executive support to the Directorate and Senior Management Team, including the preparation of highly confidential documents, such as Ministerial correspondence, Cabinet submissions and reports.

Develop, maintain and monitor effective communication systems by liaising with the Minister's Office and Departmental Executive on both routine and complex issues. Ensure the timely flow of information to and from the Directorate and between the Senior Management Team and its clients, and undertake follow up action as required.

Essential Requirements:—The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the

appointment, promotion or transfer. The following checks are to be conducted: conviction check for—crimes of violence, sex related offences, drug and alcohol related offences, crimes involving dishonesty, traffic offences, disciplinary action in previous employment and identification check.

Desirable Requirements:—Knowledge of, and experience with, note-taking techniques such as shorthand or similar.

Enquiries to Nikki Bowes, Executive Support Officer, Department of Justice, phone (03) 6216 8183, email Nikki.Bowes@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Nikki Bowes on (03) 6216 8183.

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

Inspector (355675, 355676)—2 Vacancies.

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time 73.50 hours per fortnight and Permanent full-time 73.50 hours per fortnight.

Location:—Launceston.

Duties:—Promote, develop and implement programmes, policies and guidelines to improve the social and economic performance of Tasmanian industry workplace standards in line with Government objectives. Monitor the workplace compliance with legislation administered by Workplace Standards Tasmania using statistical analysis, audits and field inspections. Use the discretionary powers provided by legislation to assist or direct workplaces to improve their workplace standards. Improve the implementation of, and compliance with, legislation administered by Workplace Standards Tasmania by providing high level consultative advice and guidance to stakeholders, industry and the community in general.

Essential Requirements:—Current driver's licence.

Desirable Requirements:—Appropriate qualifications and/or experience in the application of Occupational Legislation in any of the following industries: Construction, Rural, Meat, Food and Beverage, Manufacturing, Health, Education and Public Service.

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Danny Dougherty on (03) 6336 2563.

Enquiries to Danny Dougherty, Northern Regional Manager, Workplace Standards Tasmania, Department of Justice, phone (03) 6336 2563, email danny.dougherty@justice.tas.gov.au.

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

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

Electricity Standards and Safety

Administrative Officer (355650).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Rosny.

Duties:—Assist in the preparation and the distribution of documentation and correspondence, including briefings and ministerials, publishing a quarterly electricity Industry bulletin and drafting minutes of a technical nature.

Responsible for maintaining the group's web site and act as first point of contact for personal and telephone enquiries including addressing issues and problems that are sensitive in nature.

Desirable Requirements:—Minimum typing speed of 60 wpm with 98% accuracy. Current driver's licence.

Enquiries to John Hammersley, Chief Electrical Inspector, Department of Justice, phone (03) 6233 7869, email John.Hammersley@justice.tas.gov.au.

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

For further information, please download a copy of the Statement of Duties from the www.jobs.tas.gov.au website. If a Statement of Duties cannot be downloaded, please contact Robert Steedman on (03) 6233 7831.

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

TASMANIA FIRE SERVICE

Corporate Services

Computer Systems Analyst, Development (521428).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$67,942–\$71,777 per annum.

Tasmania Fire Service Finance and Administration Agreement 1996, Administration and Clerical, Level 8.

Permanent full-time.

Location:—Hobart.

Exciting and challenging opportunities exist for a Developer to become a critical member of a dynamic team that provides around the clock support of the Tasmania Fire Service's operational servers at multiple sites statewide. You will be

working for a well respected organisation that is an integral part of the community in a state that is renowned for its lifestyle. It is a satisfying position that makes a real difference in the community and with many other benefits such as an onsite gym.

Duties:—Provide specialist technical application development. Initiate, develop and implement Information Technology (IT) strategies, and investigate and advise on the strategic direction to achieve Tasmania Fire Service (TFS) corporate goals and strategies.

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 Mathew Mann on (03) 6230 8770 or from www.jobs.tas.gov.au.

Enquiries to Mathew Mann on (03) 6230 8770.

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

PREMIER AND CABINET

COMMUNITY DEVELOPMENT DIVISION

Senior Programme Manager (2 Vacancies).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Vacancy No. 001406 and 001407.

Permanent full-time.

Location:—Hobart.

Duties:—Contribute to the development and oversee the implementation of projects and programmes that assist government and the community in Tasmania to reduce their contribution to climate change, adapt to inevitable changes and contribute to global solutions.

Desirable Requirements:—Current drivers licence and relevant tertiary or other recognised qualifications and/or affiliations.

Enquiries to Teresa Dennis, Office Manager, Department of Premier and Cabinet, phone (03) 6216 4264, email Teresa.Dennis@dpac.tas.gov.au.

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

PREMIER AND CABINET

CORPORATE SERVICES DIVISION

Finance Branch

Finance Budget Officer (001402).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$56,854–\$60,476 per annum.

Administrative and Clerical Employees Award, Level 7.

Permanent full-time.

Location:—Hobart.

Duties:—Assist in the development, administration, monitoring and support of organisational units' budgets; liaise with budget centre managers on resource and budget issues; maintain departmental information systems on all funding sources and provide support in completion of the Department's reporting responsibilities; undertake projects on policies and processes relating to financial management and accounting;

perform the role of departmental financial manager of the grants programmes; and provide support to operational areas of the Finance Branch as required.

Desirable Requirements:—Appropriate tertiary qualification or significant progress towards such qualifications would be an advantage.

Enquiries to Jeff Reeve, Director Corporate Services, Department of Premier and Cabinet, phone (03) 6233 6349, email Jeff.Reeve@dpac.tas.gov.au.

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

PREMIER AND CABINET

EXECUTIVE DIVISION

Communications and Marketing Unit

Communications Consultant (001319).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

Duties:—Develop and administer the Whole-of-Government Communications Policy across agencies, and to develop and implement internal and external communications and marketing strategies and materials for the Department. To undertake whole-of-government communication projects as necessary.

Desirable Requirements:—A degree or tertiary qualification; or background in journalism, communications or marketing.

Enquiries to Mandy Smith, Manager, Strategic Communications and Marketing, Department of Premier and Cabinet, phone (03) 6233 2859, email Mandy.Smith@dpac.tas.gov.au.

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

PREMIER AND CABINET

EXECUTIVE DIVISION

Communications and Marketing Unit

Communications Consultant (001325).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

Duties:—Assist in developing and implementing internal and external communications and marketing strategies and materials for the Department, and its individual business units.

Desirable Requirements:—A degree or tertiary qualification; or background in journalism, communications or marketing, with professional experience in either field.

Enquiries to Mandy Smith, Manager, Strategic Communications and Marketing, Department of Premier and Cabinet, phone (03) 6233 2859, email Mandy.Smith@dpac.tas.gov.au.

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

PRIMARY INDUSTRIES AND WATER

INFORMATION AND LAND SERVICES

Crown Land Services

Crown Land Officer (702769, 702770, 702771 and 702772) (4 positions).

Applications Close:—Wednesday, 2 April 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.

Duties:—Undertake a range of duties associated with the management, sale, leasing, licensing and use of Crown land. Provide information and advice to clients. Prepare correspondence on a diverse range of Crown land matters. Undertake allocated projects and provide project management support as required.

Desirable Requirements:—A relevant tertiary qualification. 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 The Manager, Human Resources Management Branch, Department of Primary Industries and Water, G.P.O. Box 44, Hobart, Tas, 7001, phone (03) 6233 3004, fax (03) 6233 2660, email jonathan.home@dpiw.tas.gov.au.

PRIMARY INDUSTRIES AND WATER

PRIMARY INDUSTRIES

Licensing and Administration

Fisheries Officer (Audit and Financial Analysis) (702748).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

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

Duties:—Undertake financial analysis, inspections and audits of fishing industry participants, providing consultative advice to support the investigation and prosecution of people involved in the illegal exploitation of the State's fisheries.

A current motor vehicle 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: crimes of violence, sex related offences, drug and alcohol related offences, crimes involving dishonesty and serious traffic offences.

Desirable Requirements:—A degree in accounting or equivalent qualifications from a recognised tertiary institution. Eligibility for membership of the ASCPA or the ICA is highly desirable.

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

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

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

PRIMARY INDUSTRIES AND WATER

PRIMARY INDUSTRIES

Regional and Business Development

Graduate Project Officer (702776).

Applications Close:—Wednesday, 2 April 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.

Permanent full-time.

Location:—Launceston.

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

Duties:—Provide policy research and analysis within the Regional and Business Development Branch on a range of issues relating to the development of resilient rural communities. Provide assistance in developing and delivering specific projects under the FarmPoint Programme. Work with a diverse range of clients and partner organisations to deliver responsive and client focussed services.

Essential Requirements:—A university degree or an equivalent qualification in a relevant discipline.

Desirable Requirements:—A degree in agricultural science or natural resource management is desirable. A current motor vehicle driver's licence.

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

Enquiries to Tracey Taylor, phone (03) 6336 5212, email tracey.taylor@dpiw.tas.gov.au.

Applications to Sally Smith, Administrative Support Officer, Regional and Business Development Branch, Department of Primary Industries and Water, P.O. Box 46, Kings Meadows, Tas, 7249, phone (03) 6336 5418, fax (03) 6336 5400, email sally.smith@dpiw.tas.gov.au.

PRIMARY INDUSTRIES AND WATER

PRIMARY INDUSTRIES

Regional and Business Development

Programme Leader (Horticulture) (24121).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$71,331–\$76,763 per annum.

Professional Employees Award, Level 3.

Permanent full-time.

Location:—Hobart or Grove (subject to negotiation).

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:—Lead the activities of the Horticulture Section to plan and implement programmes to assist the development of Tasmania's horticulture industries. Ensure the development and retention of relevant knowledge and information within the Section to support and deliver key Branch and Divisional priorities. Provide timely and authoritative advice and develop effective links to industry bodies.

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

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

Desirable Requirements:—Several years experience in providing advisory and information services on horticulture or equivalent experience. A current motor vehicle drivers licence.

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

Enquiries to Christine Davey, phone (03) 6266 4305, email chris.davey@dpiw.tas.gov.au.

Applications to Christine Davey, Clerk, Primary Industries, Department of Primary Industries and Water, 99 Pages Road, Grove, Tas, 7109, phone (03) 6266 4305, fax (03) 6266 4518, email chris.davey@dpiw.tas.gov.au.

PRIMARY INDUSTRIES AND WATER

RESOURCE MANAGEMENT AND CONSERVATION

Fox Eradication

Senior Project Officer (Fox Eradication) (702762).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Fixed-term full-time from as soon as possible for 12 months.

Location:—Launceston (Prospect).

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

Duties:—Manage and undertake a range of projects for the Fox Eradication Programme ensuring that Departmental policies, guidelines and management plans are implemented. Undertake a leadership and participative role in team management for Programme functions across the State.

Desirable Requirements:—A current motor vehicle drivers licence. Category A and B firearms licence. Workplace Level 2 First Aid Certificate, or equivalent. Chemical Handling Certificate (Agsafe).

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

Enquiries to Jodie Elmer, phone (03) 6336 5336, email jodie.elmer@dpiw.tas.gov.au.

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

PRIMARY INDUSTRIES AND WATER

INLAND FISHERIES SERVICE

Environmental Consultant (702777).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$40,547–\$59,573 per annum.

Professional Employees Award, Level 1.

Fixed-term full-time from as soon as possible for 12 months.

Location:—New Norfolk.

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

Duties:—Contribute to the development and implementation of aquatic research and monitoring programmes; and examine, analyse and report findings on projects related to hydro managed aquatic systems. Contribute to the goals of the IFS Biological Consultancy engaged in aquatic research in Australia and abroad.

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

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

Desirable Requirements:—A higher degree in freshwater ecology or a related field. A current motor vehicle drivers licence. A restricted coxswain certificate.

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

Enquiries to Cindy Gillespie, phone (03) 6261 8065, email cindy.gillespie@ifs.tas.gov.au.

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

TAFE TASMANIA
CORPORATE SERVICES
Financial Services

Accountant (000679).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Fixed-term full-time As soon as possible for 12 months.

Location:—Hobart.

Duties:—Manage financial tasks and projects within TAFE Tasmania and provide support to accounting and financial operations within the Financial Services Section.

Desirable Requirements:—A degree in Commerce or Economics and membership of a nationally recognised accounting body.

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

Enquiries to Alison Knowles, Financial Accountant, TAFE Tasmania, phone (03) 6233 4651, email Alison.Knowles@tafe.tas.edu.au.

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

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

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

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

TAFE TASMANIA
CORPORATE SERVICES
Facilities and Planning

Facilities Accommodation Systems Officer (000681).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—North.

Duties:—As part of the state-wide Facilities Management Team provide general support including the on-going development, operation and maintenance of TAFE Tasmania's Accommodation Management systems as well as assisting with general Facilities Management tasks and projects.

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

Enquiries to Michael O'Toole, Facilities Manager, North, TAFE Tasmania, phone (03) 6336 4301, email Michael.O'Toole@tafe.tas.edu.au.

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

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

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

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

TAFE TASMANIA
CORPORATE SERVICES
Facilities and Planning

Support Services Supervisor (000680).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$35,598 per annum.

Miscellaneous Workers (Public Sector) Award, Miscellaneous Employee, Classification 2.

Permanent full-time.

Location:—North.

Duties:—To supervise the activities of Support Services Workers and/or undertake specialised duties under the Facilities Manager. TAFE Student Residence's direction. This may involve cleaning, grounds keeping, stores, and residential services duties, to assist with the efficient operation of TAFE Tasmania.

Desirable Requirements:—To have completed a recognised training programme in the areas covered by the primary tasks. Fork lift licence. First aid certificate.

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

Enquiries to Michael O'Toole, Facilities Manager, North, TAFE Tasmania, phone (03) 6336 4301, email Michael.O'Toole@tafe.tas.edu.au.

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

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

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

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

TAFE TASMANIA

DELIVERY TEAMS

Automotive

Teacher (Automotive) (000663).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$44,085–\$65,971 per annum.

TAFE Teachers Award, Teacher.

Permanent full-time.

Location:—South.

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

Desirable Requirements:—Successful completion of an apprenticeship and trade certificate or equivalent technical or commercial qualifications (including a technician certificate) or a Degree, Diploma, or Associate Diploma deemed appropriate to the teaching area and a minimum of 3 years relevant vocational or industrial experience, or other appropriate experience deemed relevant by the controlling authority. Certificate IV in Training and Assessment, or Certificate IV in Assessment and Workplace Training, or equivalent.

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

Enquiries to Peter Burridge, A/Team Leader, TAFE Tasmania, phone (03) 6233 7420.

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

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

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

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

TREASURY AND FINANCE

BUDGET AND FINANCE DIVISION

Procurement and Property Branch

Senior Property Officer (723695).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$56,854–\$60,476 per annum.

Administrative and Clerical Employees Award, Level 7.

Fixed-term full-time as soon as possible until 24 September 2010.

Location:—Hobart.

Duties:—In the context of the selection criteria, to be successful in the position applicants will manage office accommodation programmes including: participating in the management of the office works projects and building maintenance, the primary control of the statutory maintenance and office works programme and assisting with the property unit sales programme and leasing matters.

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

Enquiries to Lisa Monaghan, Acting Principal Property Officer, Procurement and Property Branch, Department of Treasury and Finance, phone (03) 6233 6150, email lisa.monaghan@treasury.tas.gov.au.

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

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

TREASURY AND FINANCE

BUDGET AND FINANCE DIVISION

Shareholder Policy and Markets Branch

Principal Business Analyst (723371).

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$71,326–\$73,143 per annum.

Administrative and Clerical Employees Award, Level 9.

Permanent full-time.

Location:—Hobart.

Duties:—The Principal Business Analyst is to bring a high level of expertise and make a significant contribution to the development and implementation of the framework for the analysis of the performance of the State's GBEs and SOCs and the establishment of appropriate governance arrangements for Government-owned businesses.

In the context of the selection criteria, to be successful in the position applicants will have the ability to understand complex issues by drawing on a range of factual information, be able to communicate precisely and succinctly to internal and external stakeholders and need to demonstrate initiative and the ability to manage own output and work effectively in a team environment.

Desirable Requirements:—Relevant tertiary, or industry recognised, qualifications and affiliations are highly desirable.

Enquiries to Dale Hickman, Assistant Director, Shareholder Policy and Markets Branch, Department of Treasury and Finance, phone (03) 6233 5139, email dale.hickman@treasury.tas.gov.au.

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

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

TREASURY AND FINANCE

BUDGET AND FINANCE DIVISION

*Shareholder Policy and Markets Branch***Senior Business Analyst (724000).**

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$56,854–\$60,476 per annum.

Administrative and Clerical Employees Award, Level 7.

Permanent full-time.

Location:—Hobart.

Duties:—The Senior Business Analyst must be able to utilise their skills in a manner that enables them to actively contribute to the development and implementation of the framework for the analysis of the performance of the State's GBEs and SOCs and the establishment of appropriate governance arrangements for Government-owned businesses.

In the context of the selection criteria, to be successful in the position applicants will have the ability to understand complex issues by drawing on a range of factual information be able to communicate precisely and succinctly to internal and external stakeholders and need to demonstrate initiative and the ability to manage own output and work effectively in a team environment.

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

Enquiries to Dale Hickman, Assistant Director, Shareholder Policy and Markets Branch, Department of Treasury and Finance, phone (03) 6233 5139, email dale.hickman@treasury.tas.gov.au.

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

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

Tasmanian Government Senior Executive Service

EDUCATION

TASMANIA TOMORROW

Chief Executive Officer—2 Vacancies.

Applications Close:—Wednesday, 2 April 2008.

Salary:—See Below.

Senior Executive.

Vacancy No. 963559, Tasmanian Polytechnic.

Senior Executive for a maximum of 5 Years.

Location:—The position may be based in Hobart or regional centres in Tasmania subject to negotiations.

Vacancy No. 963560, Tasmanian Academy.

Senior Executive for a maximum of 5 Years.

Location:—The position may be based in Hobart or regional centres in Tasmania subject to negotiations.

Salary: Starting salary \$180,000 per annum, generous leave provisions, superannuation and private plated vehicle.

Attractive relocation expenses may apply for the successful applicant.

The Tasmanian Government's Tasmania Tomorrow plan for post Year 10 education and training will transform the sector in Tasmania and create three new organisations accountable for

increasing the qualifications and skills of Tasmanians.

This is an exciting opportunity to establish and lead one of the new public enterprises: The Tasmanian Polytechnic's focus will be to increase retention of young people into Year 12 and improve vocational and further education qualifications outcomes for both young and mature-aged Tasmanians.

The Tasmanian Academy's focus will be to increase retention into Year 12 and improve completion rates of young people aiming to go to university.

Description of the Roles:—As Chief Executive Officer, you will be responsible to the board for the establishment and ongoing administration and management of Tasmanian Polytechnic or Tasmanian Academy. Must carry out any functions and responsibilities, and may exercise any power, granted by legislation or delegated by the board.

Until the new organisations and their boards are established through legislation on 1 January 2009, the CEOs will report to the Secretary, Department of Education, Tasmania.

Desirable Requirements:—Relevant tertiary qualifications. A senior executive with a proven record of organisational leadership.

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.

For a copy of the Statement of Duties please contact Beata Smietanski, phone (03) 6233 7060 email beata.smietanski@education.tas.gov.au.

Enquiries to John Smyth, Secretary, Department of Education, phone (03) 6233 7060, email john.smyth@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.

INFRASTRUCTURE, ENERGY AND RESOURCES

INFRASTRUCTURE POLICY AND PLANNING

*Infrastructure Policy***Director Infrastructure Policy (371647).**

Applications Close:—Wednesday, 2 April 2008.

Salary:—\$93,075–\$102,383 per annum.

Senior Executive, Level 1.

Senior Executive, 5 year contract.

Location:—Hobart.

Duties:—Support whole of Agency and whole of Government outcomes and policy through the provision of the highest level strategic advice on all matters relating to transport and infrastructure policy and the effective management of the Infrastructure Policy Branch.

Desirable Requirements:—Appropriate tertiary qualifications. Relevant policy experience.

Enquiries to David Spence, General Manager Infrastructure Policy and Planning, Department of Infrastructure, Energy and Resources, phone (03) 6233 2486, email david.spence@dier.tas.gov.au.

Applications to Manager, Human Resources, Department of Infrastructure, Energy and Resources, G.P.O. Box 936, Hobart, 7001, phone (03) 6233 5004, fax (03) 6233 5337, email hr@dier.tas.gov.au.

To be considered for an interview an applicant must address the selection criteria that are contained in the Statement of Duties. A Job Kit and Statement of Duties may be obtained at www.jobs.tas.gov.au or by contacting Ellie Conway on (03) 6233 5004 or hr@dier.tas.gov.au.

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 & Tourism	705959 Destination Journalist	G. Clarke	Nil	14.01.08
Education	961528 Co-ordinator Community Learning & Information Services	C. Thomas	6 months	17.03.08
Education	950689 Teacher Librarian	S. von Allmen	6 months	03.03.08
Health & Human Services	515110 Therapy Assistant	V. Beare	6 months	03.03.08
Health & Human Services	505658 Service Co-ordinator	S. Harwood	6 months	17.03.08
Health & Human Services	515835 Service Co-ordinator	K. Strickland	6 months	03.03.08
Health & Human Services	510041 Administrative Assistant	J. Warnett	6 months	04.03.08
Health & Human Services	517632 Registered Nurse	M. Beatson	6 months	14.04.08
Health & Human Services	501655 Client Support Officer	L. Steedman	6 months	31.03.08
Health & Human Services	501470 Client Support Officer	P. Rowland	6 months	11.03.08
Health & Human Services	513948 Linen Assistant	S. Flaherty	6 months	11.03.08
Health & Human Services	502270 Registered Nurse Level 1	T. Cowmeadow	6 months	09.03.08
Health & Human Services	507618 Business Support Officer	D. Kosta	6 months	29.02.08
Health & Human Services	510200 Pathology Clerk	K. Hope	6 months	07.03.08
Justice	350161 Court Clerk	R. Holder	six months	10.03.08
Justice	355722 Inspector	M. Keys	Six months	18.03.08
Justice	355727 Inspector	D. Tatchell	Six months	18.03.08
Police & Emergency Management	001255 Clerk	T. Vince	6 months	06.03.08
Primary Industries & Water	25114 Clerk	M. Brooks	6 months	12.03.08
Primary Industries & Water	000239 Section Leader (Sustainable Land Use)	D. McDonald	6 months	06.03.08
Primary Industries & Water	702416 Graduate Policy Officer	A. Mylonas	6 months	07.03.08
Primary Industries & Water	20026 Librarian	K. Lycett	6 months	11.03.08
Primary Industries & Water	702713 Senior Property Officer	S. King	6 months	11.03.08

Fixed-term Appointments of Greater than 12 Months

<i>Agency</i>	<i>Position Number and Position Title</i>	<i>Occupant's Name</i>	<i>Probation Period</i>	<i>Duration</i>
Environment, Parks, Heritage & the Arts	706148 Knowledge Services Manager	A. Steffensen	nil	until 1/11/09
Environment, Parks, Heritage & the Arts	706155 Professional Development Officer	W. Morrow	16 weeks	2 years

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	001335 Deputy Director Community Development	M. Astrinakis	03.03.08	5 years

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>
Premier & Cabinet	472465 Finance Clerk	L. Colli	Education	962686 Accounting Services Support Officer	27.02.08
Education	203689 Teacher	K. Stonehouse	Education	203703 Advanced Skills Teacher	11.02.08
Environment, Parks, Heritage & the Arts	706068 Research Chemist	A. Featherstone	Environment, Parks, Heritage & the Arts	706166 Section Head Water Chemistry	04.03.08
Health & Human Services	507911 Cleaner	P. Peers	Health & Human Services	510118 Support Services Officer	10.03.08
Justice	355246 Senior Investigation Officer	S. Wright	Health & Human Services	515753 Conduct and Review Officer	11.03.08
Health & Human Services	504585 Registered Nurse (Midwife) Level 1	L. Campbell	Health & Human Services	517464 Clinical Nurse/ Midwife	03.03.08
Health & Human Services	515244 Customer Service Officer	K. Lynd	Health & Human Services	508206 Team Leader - Outpatient Appointment Scheduling	03.03.08
Health & Human Services	516870 Holding Position	L. Newbery	Health & Human Services	501523 Manager Planning Performance & Evaluation	10.03.08
Health & Human Services	512238 Registered Nurse	P. Evans	Health & Human Services	512249 Community Nurse	05.03.08
Infrastructure, Energy & Resources	420124 Geologist	J. Taheri	Infrastructure, Energy & Resources	372069 Senior Geochemist	19.02.08
Justice	350189 Civil Support Officer	C. Blake	Justice	350163 Court Clerk	03.03.08
Justice	355650 Administrative & Clerical Officer	J. Cashin	Justice	355723 Inspector	18.03.08
Primary Industries & Water	25783 Senior Officer (Licensing and Operations)	S. Withers	Primary Industries & Water	702725 Manager (Licensing and Fisheries Monitoring)	06.03.08
Primary Industries & Water	334033 Computer Systems Officer	A. Mitchell	Primary Industries & Water	702757 Computer Systems Officer	11.03.08
Primary Industries & Water	702533 Computer Systems Officer	L. Temby	Primary Industries & Water	702730 Computer Systems Officer (Spatial Solutions)	11.03.08

Resignation of Permanent Employees

<i>Agency</i>	<i>Position No. and Title</i>	<i>Occupant's Name</i>	<i>Date Effective</i>
Economic Development & Tourism	424060 Manager Property and Procurement	M. Ballard	28.03.08
Education	952044 Clerk	J. Pinkard	10.02.08
Education	953657 Clerk	B. Burke	06.03.08
Health & Human Services	500745 Executive Assistant	R. Wilkinson	29.02.08
Health & Human Services	503797 Administrative officer	A. Jack	22.02.08
Health & Human Services	516114 Clinical Nurse Manager (GEM)	R. Mueller	15.02.08
Infrastructure, Energy & Resources	904010 School Crossing Patrol Officer	M. Conlon	07.03.08
Infrastructure, Energy & Resources	370832 Regional Manager Transport Compliance	B. Spencer	03.03.08
Infrastructure, Energy & Resources	371482 Transport Inspector	J. Worley	03.03.08
Police & Emergency Management	001777 Clerk	C. Jenkins	26.02.08
Police & Emergency Management	002701 Client Service Officer	J. Costello	07.03.08
Police & Emergency Management	002148 Administrative Assistant	S. Russell	14.03.08

Retirement of Permanent Employees

<i>Agency</i>	<i>Position No. and Title</i>	<i>Occupant's Name</i>	<i>Date Effective</i>
Education	000132 Teacher	T. Bailey	20.02.08
Education	953276 School Attendant	P. Pacey	22.02.08
Education	300113 Clerk	E. Ray	12.02.08
Education	200333 Teacher	S. Giammettei	08.02.08
Health & Human Services	506013 Health Care Assistant	B. Davies	08.03.08
Infrastructure, Energy & Resources	372546 Accounts Officer	D. Pelham	07.03.08
Police & Emergency Management	000770 Risk Management Officer	F. Kudor	05.03.08
Primary Industries & Water	21084 Technical Officer (Veterinary Microbiology)	I. Monkhouse	07.02.08

Transfer of Permanent Employees

<i>Agency</i>	<i>Position No. and Title</i>	<i>Occupants Name</i>	<i>New Agency</i>	<i>New Position No. and New Title</i>	<i>Date of Movement</i>
Infrastructure, Energy & Resources	371552 Manager Policy and Projects	K. Hiscock	Environment, Parks, Heritage & the Arts	705554 Manager Policy and Projects	03.03.08
Infrastructure, Energy & Resources	371552 Manager Policy & Projects	K. Webber	Environment, Parks, Heritage & the Arts	705554 Manager Policy & Projects	07.03.08
Health & Human Services	512124 Registered Nurse	C. Brett	Health & Human Services	505060 Registered Nurse	17.03.08
Premier & Cabinet	001307 Portfolio Services Officer (Community Development)	R. Braithwaite	Premier & Cabinet	001023 Project Manager	05.03.08
Treasury & Finance	723451 Revenue Officer - Assessment	C. McLennan	Treasury & Finance	724053 Revenue Officer	11.03.08

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