



TASMANIAN STATE SERVICE NOTICES

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

Vacancy notices and statements of duties are also available at:

www.jobs.tas.gov.au

If you do not obtain access, contact your supervisor.

Vacancies—General Information

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

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

All vacancies in this Gazette are normally only advertised once.

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

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

Further Information

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

Submission of Applications

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

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

Fixed-Term Appointment

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

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

Fixed-Term Employment Registers

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

Training

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



	<i>1 person</i>	Discount <i>3+ people</i>	<i>Hobart</i>	<i>Launceston</i>
Effective business writing	\$275	N/A	19 Mar	7 Apr
Writing clear letters & emails	\$275	\$200	19 Mar	6 May
Writing clear procedures	\$295	\$200	20 Mar	On request
Practical project management	\$595	\$495	26 & 27 Mar	On request
Influencing skills	\$275	\$200	28 Mar	On request
Leading a team	\$595	\$495	10 & 11 Apr	6 & 7 May
The skilled negotiator	\$595	\$495	22 & 23 Apr	On request



Developing Potential (Australia) Pty Ltd

Email: training@developingpotential.com.au

Phone: 6224 1066

www.developingpotential.com.au

Gazette

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

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

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

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

Order Information

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

Deadlines

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

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

These deadlines will be strictly adhered to.

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

**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.

ECONOMIC DEVELOPMENT AND TOURISM

Locations Promotions Officer (424877).

Applications Close:—Friday, 21 March 2008.

Salary:—\$56,854–\$60,476 per annum.

Administrative and Clerical Employees Award, Level 7.

Permanent full-time.

Location:—Hobart.

Duties:—Contribute to the growth of Tasmania's screen industry by attracting production into the state from interstate and international markets. Market and administer the Filming in Tasmania Programme, devise and develop tools and strategies to promote Tasmania as a shooting destination and provide information and advice to the Director Screen Tasmania, the Screen Tasmania Board and Industry.

Desirable Requirements:—Relevant tertiary or industry recognised qualifications in Arts administration, media or communications and/or appropriate industry experience. Photography skills. Current driver's licence.

Enquiries to Laura Duffy for a copy of the Statement of Duties on (03) 6233 6995 or email Laura.Duffy@screen.tas.gov.au. For further information about the position please contact Karena Slaninka, Director Screen Tasmania, Department of Economic Development and Tourism, phone (03) 6233 4184, email Karena.Slaninka@screen.tas.gov.au.

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

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

ECONOMIC DEVELOPMENT AND TOURISM

TOURISM TASMANIA

Marketing and Commercial Operations.

Manager Consumer Communications (705957).

Applications Close:—Friday, 21 March 2008.

Salary:—\$76,763 per annum.

Tourism Tasmania Staff Award, Administrative and Clerical, Level 10.

Permanent full-time.

Location:—Hobart.

Duties:—Influence the development of the Tasmanian tourism industry and Tourism Tasmania programmes by providing specialist consultative advice to the Head of Destination Promotion. Actively participate and contribute to strategic programme development within the business unit, identifying and developing tourism opportunities that align to Tourism Tasmania's corporate plan.

Enhance the dissemination of tourism knowledge across Tourism Tasmania, to external stakeholders and other interest groups.

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

Enquiries to Ruth Dowty, Head of Destination Promotion, phone (03) 6230 8173, email Ruth.Dowty@tourism.tas.gov.au. For a copy of the Statement of Duties please contact, Jennifer Fitzpatrick, phone (03) 6230 8100, email Jennifer.Fitzpatrick@tourism.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 Economic Development and Tourism, G.P.O. Box 771, Hobart, 7001, phone (03) 6233 8039, fax (03) 6233 5907, email applications@depha.tas.gov.au.

EDUCATION

INFORMATION SERVICE AND COMMUNITY LEARNING

*Adult and Community Learning Services***Community Learning Co-ordinator (963524).**

Applications Close:—Friday, 21 March 2008.

Salary:—\$64,096–\$67,714 pro rata.

Administrative and Clerical Employees Award, Level 8.

Fixed-term part-time 58.8 hours per fortnight from March 2008 to 30 August 2008.

Location:—Bridgewater Online Access Centre.

Description of the Role:—Co-ordinate, plan, and implement an integrated range of services and programmes to meet community learning and information needs in the Bridgewater/Brighton area. Develop and promote links with relevant government agencies, local businesses and community groups.

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

Desirable Requirements:—Appropriate academic/professional qualifications. 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 Vanessa Campbell, Department of Education, phone (03) 6233 7359, email vanessa.campbell@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

INFORMATION SERVICE AND COMMUNITY LEARNING

Adult and Community Learning Services

Adult Education, North-West

Team Leader (330750).

Applications Close:—Friday, 21 March 2008.

Salary:—\$65,906–\$73,143 per annum.

Adult and Community Education Agreement 2001, Adult Education Officer, Level 2.

Permanent full-time.

Location:—Adult Education, North-West.

Description of the Role:—Provide leadership in the planning, management and co-ordination of adult and community education programmes on a regional and state-wide basis to ensure provision of quality product and services, and assist in state-wide strategic management of the Adult Education programme.

Desirable Requirements:—Relevant tertiary qualifications.

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

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

Enquiries to John Tucker, Department of Education, phone (03) 6434 6311, email john.tucker@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)***Administrative Officer—Withdrawn (963382).**

Applications Close:—Friday, 14 March 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Learning Services (North), Launceston.

Description of the Role:—Provide high level operational and administrative support to relevant Learning Services Management Team and other team members. Contribute to the efficient operation of relevant Learning Services including the provision of high level customer services.

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

Applicants should forward an Application for Employment form, 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 Jenny Breen, Department of Education, phone (03) 6336 2594, email jenny.breen@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)***Speech and Language Pathologist—2 Vacancies.**

Applications Close:—Friday, 21 March 2008.

Salary:—\$43,212–\$69,146 per annum.

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

Vacancy No. 300524.

Permanent full-time.

Location:—North-West.

Vacancy No. 960669.

Permanent full-time.

Location:—North-West.

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

Essential Requirements:—A degree in Speech Pathology from an Australian University, Institute of Technology or College of Advanced Education or an equivalent award from a recognised overseas institution. Eligibility for membership of Speech Pathology Australia. The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for—crimes of violence, sex related offences, serious drug offences.

Desirable Requirements:—A current driver's licence. Eligibility for membership of Speech Pathology Australia.

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 Sonia Guizzo, Department of Education, phone (03) 6431 9273, email sonia.guizzo@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)

Hellyer College

Assistant Principal (200163).

Applications Close:—Friday, 21 March 2008.

Salary:—\$82,856 per annum.

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

Permanent full-time.

Location:—Hellyer College.

Description of the Role:—To assist the Principal in the

general educational leadership, management and administration of a school or college.

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

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

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

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

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

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

Enquiries to Michael Brakey, Department of Education, phone (03) 6433 3611, email michael.brakey@education.tas.gov.au.

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

EDUCATION

LEARNING SERVICES

Learning Services (North-West)

Reece High School

Advanced Skills Teacher—2 Vacancies.

Applications Close:—Friday, 21 March 2008.

Salary:—\$74,033 per annum.

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

Vacancy No. 201267.

Permanent full-time.

Location:—Reece High School.

Vacancy No. 950251.

Permanent full-time.

Location:—Reece 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 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 Sheree Vertigan, Department of Education, phone (03) 6420 8100, email sheree.vertigan@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)

Reece High School

Teacher, Catering/Hospitality (201272).

Applications Close:—Friday, 21 March 2008.

Salary:—\$42,711–\$68,351 per annum.

Teaching Service (TPS) Award, Teacher.

Permanent full-time.

Location:—Reece High 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:—Ability to teach Catering and Hospitality. Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

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 Anne Stewart, Department of Education, phone (03) 6420 8100, email anne.stewart@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)

Reece High School

Teacher, Maths/Science (201269).

Applications Close:—Friday, 21 March 2008.

Salary:—\$42,711–\$68,351 per annum.

Teaching Service (TPS) Award, Relief Teacher.

Permanent full-time.

Location:—Reece High 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:—Ability to teach Maths/Science. Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

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 Cindy Johnston, Department of Education, phone (03) 6420 8100, email cindy.johnston@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)
Reece High School

Teacher, Automotive/MDT (201297).

Applications Close:—Friday, 21 March 2008.

Salary:—\$42,711–\$68,351 per annum.

Teaching Service (TPS) Award, Teacher.

Permanent full-time.

Location:—Reece High 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:—Ability to teach Automotive and Materials Design and Technology. Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

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

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

Enquiries to Anne Stewart, Department of Education, phone (03) 6420 8100, email anne.stewart@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)
Reece High School

Teacher, Middle School Integrated Studies (201279).

Applications Close:—Friday, 21 March 2008.

Salary:—\$42,711–\$68,351 per annum.

Teaching Service (TPS) Award, Teacher.

Permanent full-time.

Location:—Reece High 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:—Ability to teach Middle School Integrated Studies. 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 Cindy Johnston, Department of Education, phone (03) 6420 8100, email cindy.johnston@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)
Reece High School

Teacher, Multimedia/ICT (201291).

Applications Close:—Friday, 21 March 2008.

Salary:—\$42,711–\$68,351 per annum.

Teaching Service (TPS) Award, Teacher.

Permanent full-time.

Location:—Reece High 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:—Ability to teach Multimedia and Information and Communication Technology. Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

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

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

Enquiries to Anne Stewart, Department of Education, phone (03) 6420 8100, email anne.stewart@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)

Rosebery District High School

Teacher, Early Childhood Education (955902).

Applications Close:—Friday, 21 March 2008.

Salary:—\$42,711–\$68,351 per annum.

Teaching Service (TPS) Award, Teacher.

Permanent full-time.

Location:—Rosebery District High 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:—Ability to teach Early Childhood Education. Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

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 Alex Downes, Department of Education, phone (03) 6473 1223, email alex.downes@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-East)

Executive Officer (963304).

Applications Close:—Friday, 21 March 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Permanent full-time.

Location:—Learning Services (South-East).

Description of the Role:—Manage the operation of the office of the General Manager including information systems and work procedures. Ensure a comprehensive level of executive assistance and administrative and secretarial support to the General Manager.

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 Helen Page, Department of Education, phone (03) 6233 8057, email helen.page@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-East)

Rokeby High School

Canteen Supervisor (954748).

Applications Close:—Friday, 21 March 2008.

Salary:—\$34,648 pro rata.

Operational Employees Award, Level 3.

Permanent part-time 45 hours per fortnight for 40 weeks per year.

Location:—Rokeby High 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 Yvonne Cloudsdale, Department of Education, phone (03) 6247 7800, email yvonne.cloudsdale@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-East)

Rosny College

Advanced Skills Teacher, Social Science (202105).

Applications Close:—Friday, 21 March 2008.

Salary:—\$74,033 per annum.

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

Permanent full-time.

Location:—Rosny College.

Description of the Role:—To lead and manage the Social Science Department. 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:—Ability to teach Social Science. Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005.

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 Robin Fox, Department of Education, phone (03) 6244 9201, email robin.fox@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-East)

Warrane Primary School

School Attendant (Cleaning) (958150).

Applications Close:—Friday, 21 March 2008.

Salary:—\$33,637 pro rata.

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

Permanent part-time 0.4 FTE 32 hours per fortnight 52 weeks per year.

Location:—Warrane 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 Bianca Long, Department of Education, phone (03) 6244 1747, email bianca.long@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

Programmes, Students

Administrative Officer, Student Programmes— Re-advertised (963382).

Applications Close:—Friday, 21 March 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Learning Services (North), Launceston.

Description of the Role:—Provide high level clerical and administrative support to Student Programmes. Contribute to the efficient operation of Learning Services – Student Programmes including the provision of high level customer service.

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

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

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

Enquiries to Jenny Breen, Department of Education, phone (03) 6336 2594, email jennifer.breen@education.tas.gov.au.

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

EDUCATION

LIBRARY AND INFORMATION SERVICES

State Library of Tasmania

Public Library Services A

Resources and Access

Senior Librarian (961750).

Applications Close:—Friday, 21 March 2008.

Salary:—\$71,331–\$76,763 per annum.

Professional Employees Award, Level 3.

Fixed-term full-time as soon as possible to 30 June 2009.

Location:—Hobart.

Description of the Role:—As a senior professional manager, specialist or practitioner, co-ordinate the functions of a section or library and contribute directly to the formulation of agency policies.

Essential Requirements:—Degree or diploma in Librarianship or information studies at a recognised university or college of advanced education or a post graduate diploma in librarianship or information studies. Eligibility for admission to Associate membership of the Australian Library and Information Association (ALIA). 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.

For a copy of the Statement of Duties and Local Task List, please contact Cass Walker on (03) 6233 8634, email cass.walker@education.tas.gov.au.

Enquiries to Jo Beck, Department of Education, phone (03) 6233 7045, email jo.beck@education.tas.gov.au.

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

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

ABORIGINAL HERITAGE OFFICE

Manager Policy and Projects (706214).

Applications Close:—Friday, 21 March 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

Duties:—Develop and manage policy and projects to deliver Aboriginal heritage legislative requirements. Manage and co-ordinate the resources allocated for the development and implementation of policy, projects and services that regulate, investigate, protect and conserve Aboriginal heritage in Tasmania.

As the key liaison position, consult extensively with the Tasmanian Aboriginal community in relation to these activities.

Essential Requirements:—Aboriginality. The Commissioner has determined that this is an Aboriginal identified position and that it will be filled in accordance with the Ministerial Direction No 12: Aboriginal and Torres Strait Islander Employment in the Tasmanian State Service.

Desirable Requirements:—To successfully perform the duties of this position it is desirable that you have significant experience in and understanding of Aboriginal heritage in Tasmania and empathy for the values of the Aboriginal community, a current motor vehicle driver's licence and a current first aid certificate.

Enquiries to Steve Gall, Manager Aboriginal Heritage Office, phone (03) 6233 6679, email Steve.Gall@heritage.tas.gov.au. For a copy of the Statement of Duties please contact, Coralie Sallans, phone (03) 6233 6613, email Coralie.Sallans@heritage.tas.gov.au.

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

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

OFFICE OF THE SECRETARY

Information Management Branch

ICT Service Desk Analyst (706215).

Applications Close:—Friday, 21 March 2008.

Salary:—\$38,927–\$51,357 per annum.

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

Permanent full-time.

Location:—Hobart.

Duties:—Provide quality ICT customer support services

through the use of telephone or electronic methods via a service desk, by which customers can register incidents and service requests.

Provide in a timely and appropriate manner responses that ensures customers have the effective and efficient usage of information and communications technology (ICT) resources.

Desirable Requirements:—To successfully perform the duties of this position it is desirable that you have a current driver's licence and you are proficient with Microsoft Windows, Apple Macintosh or Linux based operating systems, Microsoft Applications, Lotus Notes and Microsoft Exchange.

Enquiries to Tony Cunningham, Senior ICT Service Desk Analyst, for a copy of the Statement of Duties or for further information about the position phone (03) 6233 5987, email Tony.Cunningham@depha.tas.gov.au.

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

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

PARKS AND WILDLIFE SERVICE

Administrative Officer (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 2009.

Location:—Seven Mile Beach.

Duties:—Co-ordinate, manage and provide Field Centre administration. Provide regional administrative support in a timely and effective manner. Co-ordinate budget, staffing, purchasing, records, information, reporting and related administrative activities, in 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 driver's licence and an ability to pass the PWS fire fighter fitness 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 address the selection criteria outlined in the Statement of Duties, quote position number and be addressed to, Rosemary Cole, Human Resources, Department of Environment, Parks, Heritage and the Arts, G.P.O. Box 771, Hobart, 7001, phone (03) 6233 8039, fax (03) 6233 5907, email applications@depha.tas.gov.au.

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

PARKS AND WILDLIFE SERVICE

Operations and Performance

Southern Region

Information Officer (705276, 705373, 705372).

Applications Close:—Friday, 21 March 2008.

Salary:—\$34,648–\$35,933 per annum.

Parks and Wildlife Services Agreement 1996, Level 1.

Permanent part-time 22% FTE.

Location:—Hastings Caves.

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

Duties:—Provide information delivery to the public relating to the natural assets of the Hastings Caves State Reserve.

Provide high quality services that support the business enterprise in areas such as site maintenance, security and public safety.

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

Desirable Requirements:—To successfully perform the duties of this position it is desirable that you have a Senior or Workplace Level 2 First Aid Certificate, and a current motor vehicle driver's licence. For the Thermal Pool position, it is desirable that you have a Swim Teachers Rescue Award or equivalent. As part of the training successful applicants who do not possess a Swim Teachers Rescue Award will be required to undertake and complete the Award prior to carrying out pool attendant duties.

Enquiries to Rosie Miller, Site Co-ordinator for a copy of the Statement of Duties or further information about the position phone (03) 6298 3209, email Rosie.Miller@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.

ENVIRONMENT, PARKS, HERITAGE AND THE ARTS

TASMANIAN MUSEUM AND ART GALLERY

Collections and Research

Co-ordinating Curator of Art (424221).

Applications Close:—Friday, 21 March 2008.

Salary:—\$71,331–\$76,763 per annum.

Professional Employees Award, Level 3.

Permanent full-time.

Location:—Hobart.

Duties:—Under the broad strategic direction of the Director and Trustees, this position co-ordinates all the activities of the Art and Decorative Arts Departments of the Tasmanian Museum and Art Gallery. The position will develop, manage and research the art collections, plan and implement substantial exhibition, support and advisory programmes, lead cooperative research teams and undertake research within local, national and international contexts and ensure public and research access to the art collections. It will also oversee the development, management and research on the decorative arts collections of TMAG.

Co-ordinate all aspects of collection, curation, research and display of the State art and decorative arts collections.

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

Desirable Requirements:—To successfully perform the duties of this position it is desirable that you have at least five years curatorial experience in a public gallery or museum in addition to post graduate qualifications or an established record of research.

Enquiries to Donita Shadwick, Executive Assistant for a copy of the Statement of Duties, phone (03) 6211 4100, email Donita.Shadwick@tmag.tas.gov.au. For further information about the position contact Bill Bleath, Director, phone (03) 6211 4100, email Bill.Bleathman@tmag.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.

HEALTH AND HUMAN SERVICES

Communications and Marketing Consultant, Graphic Designer (513992).

Applications Close:—Friday, 21 March 2008.

Salary:—\$63,340–\$66,962 per annum.

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

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

Location:—Hobart.

Duties:—The DHHS is seeking a dynamic Graphic Designer to join its Communications and Marketing Team. They will work closely with a Senior Designer in implementing the Departments brand across a wide range of initiatives. Working across a range of media on a number of high level projects the work will be both innovative and dynamic. Formal qualifications in Graphic Design are desirable for this position.

Desirable Requirements:—Proven knowledge of and practical experience in communications and marketing. High level written and verbal communication skills including capacity to produce quality documents in a variety of communication formats including organisational, informational, promotional and marketing copy for both internal and external clients across a broad range of media. Highly developed liaison, negotiation and interpersonal skills with a willingness to interact with a wide range of clients.

Enquiries to Tom Burton, Department of Health and Human Services, phone (03) 6233 2046, email tom.burton@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, G.P.O. Box 125, Hobart 7000.

HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

Launceston General Hospital

Registered Nurse (503913).

Applications Close:—Friday, 21 March 2008.

Salary:—\$43,859–\$58,704 pro rata.

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

Fixed-term part-time shift work, working 40 hours per fortnight. To commence as soon as possible until 20 March 2009.

Location:—Surgery, Operating Room Suite.

Duties:—It would be desirable that the successful applicant have previous experience in Operating Room Suite and at least two of the following: instrument, circulating, anaesthetics and recovery roles.

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

Enquiries to Ross Mace, Department of Health and Human Services, phone (03) 6348 7626, email rspace@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

Launceston General Hospital

Registered Nurse—Casual Pool (503222).

Applications Close:—Friday, 21 March 2008.

Salary:—\$43,859–\$58,704 per annum.

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

Fixed-term full-time shift work. To commence as soon as possible until 24 January 2009.

Location:—Surgery, Operating Room Suite.

Duties:—It would be desirable that the successful applicant have previous experience in Operating Room Suite and at least two of the following: instrument, circulating, anaesthetics and recovery roles.

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

Enquiries to Ross Mace, Department of Health and Human Services, phone (03) 6348 7626, email rspace@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

Launceston General Hospital

Theatre Support Officer (503927).

Applications Close:—Friday, 21 March 2008.

Salary:—\$36,936–\$37,478 per annum.

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

Permanent full-time day worker (on call).

Location:—Surgery, Operating Room Suite.

Duties:—Within the established guidelines and procedures, provide an efficient and effective support service to the Operating Room Suite and Day Procedures Unit.

Desirable Requirements:—Significant knowledge and experience in work undertaken by a Theatre Support Officer and/or holds or is working towards Certificate 3 accredited theatre technician qualifications. A good understanding of the practical application of infection control relating to the relevant clinical environment. Knowledge and skills of patient positioning for appropriate theatre procedures.

Enquiries to Ross Mace, Department of Health and Human Services, phone (03) 6348 7626, email rsmace@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

North West Regional Hospital

Clinical Specialist Musculoskeletal/Deputy Mgr (502076).

Applications Close:—Friday, 21 March 2008.

Salary:—\$75,155–\$83,123 per annum.

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

Permanent full-time day worker.

Location:—Clinical Services, Allied Health/Physiotherapy.

Duties:—To promote, provide and maintain optimal Physiotherapy care for the patients of North-West Regional Hospital. Responsibility for the provision of efficient and effective physiotherapy services at NWRH, which are consumer focused and supported by evidence based practice. To deputise for the Manager, Physiotherapy Services, and provide a continuum of management, developing and maintaining physiotherapy service provision.

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

Enquiries to Alison Macrae, Department of Health and Human Services, phone (03) 6430 6608, email physio.burnie@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

North West Regional Hospital

Senior Physiotherapist (502067).

Applications Close:—Friday, 28 March 2008.

Salary:—\$65,522–\$75,155 per annum.

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

Permanent full-time day work.

Location:—Clinical Services, Allied Health/Physiotherapy Devonport Community and Health Services Centre.

Duties:—To promote, provide and maintain optimal Physiotherapy care for clients attending the Devonport outpatients service. To co-ordinate and lead the Physiotherapy out-patients team at DCandHSC, and provide a consultancy service to other Physiotherapy staff in the area of out-patient treatment.

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

Enquiries to Alison Macrae, Department of Health and Human Services, phone (03) 6430 6608, email physio.burnie@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

Resources and Systems Performance

Manager Procurement and Capital Planning (512162).

Applications Close:—Friday, 21 March 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:—1/34 Davey Street.

Duties:—Provide specialist technical advice to Clinicians and Senior Managers regarding the capacity and performance of highly specialised medical equipment, and the preparation of tender specifications and leasing arrangements. Undertake reviews, projects and other high level research and analysis in relation to asset management, procurement matters and capital planning. Prepare advice on policy and technical issues involved in the procurement of medical equipment and contract management within the Group.

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 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.

Better health and quality of life around Tasmania. Visit us at www.dhhs.tas.gov.au.

HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

Royal Hobart Hospital

Clinical Nurse (509204).

Applications Close:—Friday, 21 March 2008.

Salary:—\$60,828–\$65,071 per annum.

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

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

Location:—Clinical Services-Medicine-Critical Care Medicine, 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.

Enquiries to Felicity Geeves, Department of Health and Human Services, phone (03) 6222 8856, email felicity.geeves@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

*Royal Hobart Hospital***Customer Service Officer (508516).**

Applications Close:—Friday, 21 March 2008.

Salary:—\$38,464–\$41,681 pro rata.

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

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

Location:—Royal Hobart Hospital.

Duties:—Provide clerical support to the clinical staff and the Patient Information Management Service, on a ward. The position involves a high standard of customer focused reception skills and a 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.

Note:—This vacancy has fixed days, which are Monday, Tuesday, Wednesday the first week of the fortnight and Wednesday, Thursday, Friday the second week of the fortnight.

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

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HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

*Royal Hobart Hospital***Executive Chef (508073).**

Applications Close:—Friday, 21 March 2008.

Salary:—\$48,862–\$50,671 per annum.

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

Permanent full-time day work.

Location:—Royal Hobart Hospital.

Duties:—Manage supply and ensure that a high standard of food production is maintained at all times. Ensure efficient operation of the hospital kitchen including budget, and adherence to relevant standards and policies. Manage production area staff.

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

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

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HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

*Royal Hobart Hospital***Manager Medical Orderlies and Security Services (508074).**

Applications Close:—Friday, 21 March 2008.

Salary:—\$56,101–\$59,721 per annum.

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

Permanent full-time day work.

Location:—Royal Hobart Hospital.

Duties:—Direct and manage the human, physical and financial resources of the Medical Orderly Services Department, including the allocation of work priorities to supervisory staff. Develop and facilitate training programmes for Medical Orderly and security staff. Manage the provision of the Royal Hobart Hospital Contract Security Services, including monitoring of performance standards.

Enquiries to Norm Davie, Department of Health and Human Services, phone (03) 6222 8690, email norm.davie@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

*Royal Hobart Hospital***Registered Nurse (508781).**

Applications Close:—Friday, 21 March 2008.

Salary:—\$43,859–\$58,704 per annum.

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

Permanent full-time day work, with on call.

Location:—Royal Hobart Hospital.

Duties:—Registered Nurse Level 1 in Anaesthetics, Day Surgery Unit.

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

Enquiries to Gina Cook, Department of Health and Human Services, phone (03) 6222 7880, email gina.cook@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

*Royal Hobart Hospital***Senior Speech Pathologist (516732).**

Applications Close:—Friday, 21 March 2008.

Salary:—\$65,522–\$75,155 pro rata.

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

Fixed-term part-time day work, 20 hours per fortnight commencing as soon as possible until 28 February 2009.

Location:—Royal Hobart Hospital, based in Devonport.

Duties:—Provide clinical expertise in assessment, diagnosis, planning, implementation and review of speech pathology intervention for patients referred to the Tasmanian Cochlear implant programme. Work as an effective member of multidisciplinary teams in achieving patient-focused outcomes. This will include professionals in Tasmania as well as members of the Victorian Cochlear implant clinic.

Essential Requirements:—Degree or diploma in Applied Science, Speech Pathology or equivalent and eligibility for membership of the Speech Pathology Australia (SPA).

Note:—This vacancy is based in Devonport, and the occupant is required to undertake periodic travel to Launceston.

Enquiries to Lee Kethel, Department of Health and Human Services, phone (03) 6222 7122, email lee.kethel@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

Royal Hobart Hospital

Specialist Radiographer-Ultrasonographer (510155).

Applications Close:—Friday, 21 March 2008.

Salary:—\$65,522–\$75,155 per annum.

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

Permanent full-time day work (with oncall).

Location:—Medical Imaging Department, Royal Hobart Hospital.

Duties:—Provide an effective and efficient Ultrasound and Radiographic imaging service for the inpatients and outpatients of the Medical Imaging Department of The Royal Hobart Hospital. Assist the Chief Radiographer, Medical Imaging Department, in providing clinical leadership, professional support and ensuring best practice standards for imaging services provided by the Royal Hobart Hospital, in accordance with organizational policies and the professional code of conduct.

Essential Requirements:—Entitled to be granted registration in Tasmania by the Medical Radiation Science Professionals Registration Board (MRSPRB).

Enquiries to Rod Manning, Department of Health and Human Services, phone (03)6222 8402, email rod.manning@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

ACUTE HEALTH SERVICES

Tasmanian Ambulance Service

Communications Officer (510695).

Applications Close:—Friday, 21 March 2008.

Salary:—\$38,412–\$46,969 per annum.

Tasmanian Ambulance Service Award, Student Communications Officer (Shift).

Permanent full-time shift work.

Location:—Tasmanian Ambulance Service-State Communications Centre-Hobart.

Duties:—As a member of the Ambulance Communications Centre team, receive, record and prioritise requests for ambulance services. Co-ordinate and dispatch ambulance vehicles and resources. Co-ordinate patient movements, using telephone, radio and computer aided dispatch systems and other ancillary communications equipment.

Essential Requirements:—Psychological characteristics appropriate to the duties of Communications Officers.

Enquiries to Rena Venetsanakos, Department of Health and Human Services, phone (03) 6230 8572, email rena.venetsanakos@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Primary Health

North

Enrolled Nurse (507675).

Applications Close:—Friday, 21 March 2008.

Salary:—\$44,751–\$46,010 per annum.

Nurses (TPS) Award, Enrolled Nurse Level 2.

Permanent full-time shiftworker.

Location:—Campbell Town Multi Purpose Service.

Duties:—In accordance with primary health care principles, Agency policies, legal requirements and ANMC competencies the Enrolled Nurse provides direct and indirect nursing care to the resident/client/patient under the direction and supervision of a Registered Nurse.

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

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

Enquiries to Kaye Mccoy, Department of Health and Human Services, phone (03) 6381 3360, email kaye.mccoy@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Primary Health

North

General Repairs Handyperson/Ambulance Driver (504576).

Applications Close:—Friday, 21 March 2008.

Salary:—\$36,936–\$37,478 per annum.

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

Permanent full-time shiftworker.

Location:—North East Soldiers Memorial Hospital and Community Service Centre.

Duties:—Carry out a wide range of non trade maintenance services for the North East Soldiers Memorial Hospital and ancillary buildings and equipment. Assist in the maintenance of gardens and grounds of the North East Soldiers Memorial Hospital. Assist in the provision of an efficient emergency and routine ambulance service for the North East Soldiers Memorial Hospital and the surrounding community.

Essential Requirements:—Current Driver's Licence Appropriate licence(s) or extensions relevant to particular 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 and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Maureen Nichols, Department of Health and Human Services, phone (03) 6352 5523, email maureen.nichols@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Primary Health

North

Registered Nurse (504511).

Applications Close:—Friday, 21 March 2008.

Salary:—\$43,859–\$58,704 per annum.

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

Permanent full-time shiftworker.

Location:—Campbell Town 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.

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

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

Enquiries to Kaye Mccoy, Department of Health and Human Services, phone (03) 6381 3360, email kaye.mccoy@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

COMMUNITY HEALTH SERVICES

Primary Health

North

Team Leader Youth Health Centre (500903).

Applications Close:—Friday, 21 March 2008.

Salary:—\$65,522–\$75,155 per annum.

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

Permanent full-time daywork.

Location:—Youth Health-North, The Corner, 186 Brisbane St, Launceston.

Duties:—In accordance with primary health care principles, Agency policy and legislative requirements provide leadership in, co-ordination and development of activities throughout the Northern region, which identify youth health issues and needs and implement appropriate strategies to address these needs. Work with local youth organisations, local government, other health service providers and senior management to encourage cooperative/collaborative and innovative approaches to addressing youth health issues. Take a significant role in the planning, review, and implementation of youth specific policies, guidelines and procedures and provide advice to management, other health service providers and members of the wider community regarding youth health issues and management strategies.

Essential Requirements:—Satisfactory completion of an appropriate course of study from a recognised tertiary institution. 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 and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

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

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Children and Family Services

Northern Area

Child Health and Parenting Services

Child and Family Health Nurse Home Visitor (517662).

Applications Close:—Friday, 21 March 2008.

Salary:—\$54,463–\$65,071 per annum.

Nurses (TPS) Award, Community FCH Nurse.

Permanent full-time day work.

Location:—Child Health and Parenting Service, Launceston.

Duties:—Within a Primary Health Care framework and in accordance with the philosophy of Child Health and Parenting Service, Agency policy and legal requirements, the Child and Family Health Nurse Home Visitor will: provide assessment, care and support to individuals/groups; undertake aspects of early identification and early intervention activities within the structured home visit programme.

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

The Commissioner has determined that the person nominated for this position is to satisfy 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 and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

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

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

*Disability Services***Disability Officer (502863).**

Applications Close:—Friday, 21 March 2008.

Salary:—\$38,464 per annum.

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

Fixed-term part-time shift work. 38 hours per fortnight, commencing as soon as possible until 15 October 2008.

Location:—Disability Services, North West.

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

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

Enquiries to Coral Cole, Department of Health and Human Services, phone (03) 6434 4103, email coral.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, Tasmania 7001. Please do not send applications to the contact.

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

*Disability Services***Disability Worker (515830).**

Applications Close:—Friday, 21 March 2008.

Salary:—\$34,812–\$35,533 per annum.

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

Fixed-term full-time Day work commencing as soon as possible until 31 December 2009.

Location:—Disability North.

Duties:—Assist with the supervision, education and primary support to people with disabilities.

Desirable Requirements:—Satisfactory completion of Certificate 3 in Community Services and Health (Disability Work) or an equivalent qualification from a recognised academic/ training organisation or progress towards attaining this qualification. Experience and/or interest in working with people with disabilities, families, service providers, advocates and/or other key stakeholders. Demonstrated written and oral communication skills.

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

Enquiries to Linda Jomartz, Department of Health and Human Services, phone (03) 6336 7620, email linda.jomartz@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***Executive Assistant (500017).**

Applications Close:—Friday, 21 March 2008.

Salary:—\$43,431–\$47,038 per annum.

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

Permanent full-time day work.

Location:—South.

Duties:—Provide a high level of administrative and executive support to the Director and other staff of Housing

Tasmania State Administration Office contributing to the efficient operation of the Office. Manage and co-ordinate the provision of a complete range of efficient and effective office management support services for the Director's Office in consultation with the Executive Officer.

Desirable Requirements:—Personal qualities such as initiative, flexibility, sound judgement and discretion including the ability to interpret and analyse information and recommend or decide upon appropriate action, and the capacity to participate effectively in a team environment. Demonstrated knowledge of and experience in contemporary office management practices. Ability to work under pressure in a senior management environment and to meet identified timeframes.

Enquiries to Jo Berry, Executive Officer, Department of Health and Human Services, phone (03) 6233 3853, email joanne.berry@dhhs.tas.gov.au.

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

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HEALTH AND HUMAN SERVICES

HUMAN SERVICES

Housing

Customer Support Officer (Re-advertised)—2 Vacancies.

Applications Close:—Friday, 21 March 2008.

Salary:—\$38,464–\$41,681 per annum.

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

Vacancy No. 511164.

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

Location:—Housing Tasmania, Burnie.

Vacancy No. 511232.

Permanent full-time day work.

Location:—Housing Tasmania, Launceston.

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

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

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

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

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HEALTH AND HUMAN SERVICES

SHARED SERVICES

Business and Risk Strategy

Contracts and Agreements Co-ordinator (513966).

Applications Close:—Friday, 21 March 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:—Hobart.

Duties:—Provide high-level definitive advice and assistance to managers and staff within the Department on legal matters and associated Government and Departmental requirements relating to contracts, agreements and other legal instruments relating to the business relationship between the Department and external parties.

Desirable Requirements:—Extensive knowledge and understanding of, and practical experience dealing with, legal issues relevant to the various relationships which exist between the Department and other parties, including other levels of government and not-for-profit and private sector organisations. High level conceptual and analytical skills, including a demonstrated capacity to develop and provide advice on a wide range of policy and operational issues. High-level oral and written communication and interpersonal skills and the demonstrated capacity to represent the Agency in high level and complex negotiations.

Enquiries to Jayne Hay, Department of Health and Human Services, phone (03) 62339251, email jayne.hay@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

Business and Risk Strategy

Senior Consultant, Insurable Risk and Contracts (517659).

Applications Close:—Friday, 21 March 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:—Hobart.

Duties:—Provide authoritative, high level advice and assistance to managers and other personnel on insurable risk issues; and matters associated with contracts, agreements and other legal instruments relating to the business relationship between the Department and external parties.

Desirable Requirements:—Demonstrated high level knowledge and understanding of the management of insurable risk. Extensive knowledge and understanding of, and practical experience dealing with, contractual and other legal issues relevant to the various relationships which exist between the Department and other parties, including other levels of government, not-for-profit and private sector organisations. Demonstrated ability to investigate and analyse complex business issues and develop timely cost effective and practical solutions.

Enquiries to Jayne Hay, Department of Health and Human Services, phone (03) 6233 9251, email jayne.hay@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

IS Service Centre Manager (517599).

Applications Close:—Friday, 21 March 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.

Location:—Hobart.

Duties:—The IS Service Centre Manager is responsible for the successful co-ordination and conclusion of activities in the Hobart-based Service Centre within the resources and time allocated and is responsible for staff allocated to the Service Centre. Work is undertaken under limited supervision and includes the provision of expert advice, provision of training and undertaking a leadership role.

Desirable Requirements:—Proven leadership and team building skills in an ICT customer service environment and the ability to gain co-operation from diverse groups of people. Demonstrated understanding of ITIL, in particular the Incident Management principles and processes and its relationship with the rest of the ITIL processes and a proven ability to develop and implement Incident Management strategies and processes and undertake process improvement activities. Sound knowledge and understanding of customer service as it relates to an ICT environment and proven experience in identifying and maintaining quality client service provision.

Enquiries to Richard Eccles, Department of Health and Human Services, phone (03) 62338979, email richard.eccles@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

IT Consultant (Database Administrator) (517651).

Applications Close:—Friday, 21 March 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.

Location:—Hobart.

Duties:—Provide high level technical support in the design, installation, maintenance and administration of the Agency's databases. Ensure the Agency's databases operate and perform effectively and to agreed service levels.

Desirable Requirements:—Demonstrated high-level experience and skills in Database Administration including a demonstrated ability to architect, support and administer

core enterprise databases that demand high availability across disperse geographic locations. Demonstrated high-level experience and skills in all areas of Database Administration, including but not limited to; installation, upgrade, test, change management and issue identification, tracking, resolution and backup, disaster recovery, monitoring auditing and security management. High-level experience in database tuning, including high-level SQL skills (including development of stored procedures) and demonstrated experience in troubleshooting and subsequent resolution of database performance problems.

Enquiries to Richard Eccles, Department of Health and Human Services, phone (03) 62338979, email richard.eccles@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

Planning, Performance and Communications

Project Officer (514390).

Applications Close:—Friday, 21 March 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:—Hobart.

Duties:—Effectively support continuous quality improvement in the Shared Services Group. Support the efficient and effective day-to-day operation of the Department's risk management framework.

Desirable Requirements:—Knowledge and understanding of continuous quality improvement and risk management processes or the ability to quickly acquire this knowledge. Well-developed oral and written communication, interpersonal and conflict resolution skills. Well developed strategic, conceptual and analytical skills with the ability to plan and prioritise activities, exercise initiative, make sound judgements about relevant issues and to understand the political, social and organisational environment.

Enquiries to Kylie Cantwell, Department of Health and Human Services, phone (03) 6233 9313, email kylie.cantwell@dhhs.tas.gov.

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 7000.

HEALTH AND HUMAN SERVICES

SHARED SERVICES

Planning, Performance and Communications

Senior Consultant Risk Management (516589).

Applications Close:—Friday, 21 March 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:—Hobart.

Duties:—Provide authoritative advice and assistance in the management of risk within the Department and in the development of policies and procedures to support the Department's objectives and strategic directions.

Desirable Requirements:—Demonstrated knowledge and experience in the development and implementation of strategic programmes and policies within a complex organisational environment. Broad knowledge of, and experience in the application of risk management and business continuity at a strategic and practical level, including knowledge of relevant policies, legislation and activities relevant to the management of risk within an organisation. High level interpersonal, collaboration, negotiation and conflict resolution skills with ability to effectively communicate and liaise with senior management and employees, and build effective working relationships to deliver objectives in an environment of competing priorities and change.

Enquiries to Kylie Cantwell, Department of Health and Human Services, phone (03) 6233 9313, email kylie.cantwell@dhs.tas.gov.au.

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

INFRASTRUCTURE, ENERGY AND RESOURCES

LAND TRANSPORT SAFETY

Registration and Licensing Branch

Senior Licensing Officer (372092).

Applications Close:—Friday, 21 March 2008.
Salary:—\$53,188–\$55,020 per annum.
Administrative and Clerical Employees Award, Level 6.
Permanent full-time.
Location:—Hobart.

Duties:—To provide high-level policy, project and business support, relating to a range of activities principally relating to the Novice Reforms and on-going administrative tasks associated with these reforms.

Enquiries to Anne-Maree Mills, Department of Infrastructure, Energy and Resources, phone (03) 6233 5328, email anne-maree.mills@dier.tas.gov.au.

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

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

INFRASTRUCTURE, ENERGY AND RESOURCES

LAND TRANSPORT SAFETY

Road Safety Operations

Crossing Guards

School Crossing Patrol Officer (904010).

Applications Close:—Friday, 21 March 2008.
Salary:—\$35,933 per annum.
Operational Employees Award, Level 4.
Permanent part-time 15 hours per fortnight.
Location:—Georgetown.

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

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before

taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for—crimes of violence, sex related offences, serious drug offences, serious driving offences. Medical examination covering general health, medical history, vision and hearing.

Enquiries to Zoe Ambrose, Road Safety Consultant, Department of Infrastructure, Energy and Resources, phone (03) 6336 2118, email zoe.ambrose@dier.tas.gov.au.

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

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

INFRASTRUCTURE, ENERGY AND RESOURCES

LAND TRANSPORT SAFETY

Road Safety Operations

Crossing Guards

School Crossing Patrol Officer (904010).

Applications Close:—Friday, 21 March 2008.
Salary:—\$35,933 per annum.
Operational Employees Award, Level 4.
Fixed-term casual.
Location:—Launceston and Perth.

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

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

Enquiries to Zoe Ambrose, Road Safety Consultant, Department of Infrastructure, Energy and Resources, phone (03) 6336 2118, email zoe.ambrose@dier.tas.gov.au.

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

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

INFRASTRUCTURE, ENERGY AND RESOURCES

LAND TRANSPORT SAFETY

Vehicle Operations

Regional Manager Transport Compliance (370941, 380832)—2 Vacancies.

Applications Close:—Friday, 21 March 2008.
Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time and Permanent full-time.

Location:—Hobart and Launceston.

Duties:—Manage and lead a regional team responsible for

education, compliance and enforcement activities relating to legislation administered by the Vehicle Operations Branch and assist with the development, implementation and review of an integrated transport compliance and enforcement framework for the State.

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

Enquiries to Paul Olendrowsky, Manager Transport Compliance, Department of Infrastructure, Energy and Resources, phone (03) 6336 2633, email paul.olendrowsky@dier.tas.gov.au.

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

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

INFRASTRUCTURE, ENERGY AND RESOURCES

LAND TRANSPORT SAFETY

Vehicle Operations

Transport Inspector (371482, 371926)—2 Vacancies.

Applications Close:—Friday, 21 March 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time and Permanent full-time.

Location:—Launceston and Burnie.

Duties:—To perform education, compliance, enforcement duties and inspect vehicles in the application of traffic law in accordance with Departmental operating policies and procedures.

Desirable Requirements:—Trade certificate in automotive mechanic or a relevant related field, or.

Extensive Enforcement experience.

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

Enquiries to Paul Olendrowsky, Manager Transport Compliance, Department of Infrastructure, Energy and Resources, phone (03) 6336 2633, email paul.olendrowsky@dier.tas.gov.au.

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

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

INFRASTRUCTURE, ENERGY AND RESOURCES

LAND TRANSPORT SAFETY

LTS Policy

Crash Data Entry Clerk (371436).

Applications Close:—Friday, 21 March 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Fixed-term part-time 18 months. 22.05 hours per week.

Location:—Hobart.

Duties:—To assist with the maintenance and operation of the Crash Data Manager database including the production of statistical reports.

Provide support and deputise for the Manager Crash Data, as required.

Desirable Requirements:—Nil.

Enquiries to Susan Cure, Crash Data Manager, Department of Infrastructure, Energy and Resources, phone (03) 6233 2422, email susan.cure@dier.tas.gov.au.

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

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

INFRASTRUCTURE, ENERGY AND RESOURCES

PRIVATE FORESTS TASMANIA

Private Forests Tasmania, North

Senior Project Officer, Forests (372093).

Applications Close:—Friday, 21 March 2008.

Salary:—\$62,286–\$67,714 per annum.

Professional Employees Award, Level 2.

Fixed-term full-time for 2 years.

Location:—Launceston.

Duties:—To provide independent professional advice and recommendations in the implementation of programmes and activities to facilitate and expand the development of the private forest resource in Tasmania in a manner, which is consistent with sound forest, land management practice.

Desirable Requirements:—Degree in Forestry or equivalent qualification together with at least 3 years practical post graduate experience of a professional nature. A current driver's licence. Ability to achieve an appointment as a Warranted Forest Practices Officer (Planning) under the Forest Practices Act 1985.

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

Enquiries to Arthur Lyons, Regional Forester, Department of Infrastructure, Energy and Resources, phone (03) 6336 5305, email Arthur.Lyons@privateforests.tas.gov.au.

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

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

INFRASTRUCTURE, ENERGY AND RESOURCES

PRIVATE FORESTS TASMANIA

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

Applications Close:—Friday, 21 March 2008.

Salary:—\$71,331–\$76,763 per annum.

Professional Employees Award, Level 3.

Fixed-term full-time for 18 months.

Location:—Camdale.

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

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

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

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

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

Enquiries to Jeff Battersby, Finance and Admin Manager, Department of Infrastructure, Energy and Resources, phone (03) 6233 5298, email jeff.battersby@privateforests.tas.gov.au.

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

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

INFRASTRUCTURE, ENERGY AND RESOURCES

ROADS AND TRAFFIC

*Programming and Delivery***Project Officer (372091).**

Applications Close:—Friday, 21 March 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Permanent full-time.

Location:—Hobart.

Duties:—Assist the Senior Project Officer to identify, deliver, manage and report on Branch-wide programmes, projects and initiatives with a continuous improvement focus, and provide day-to-day administrative support as required.

Enquiries to Rebecca Roomes, Acting Senior Project Officer, Department of Infrastructure, Energy and Resources, phone (03) 6233 8537, email rebecca.roomes@dier.tas.gov.au.

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

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

JUSTICE

TASMANIA PRISON SERVICE

*Integrated Offender Management***Facilitator Intervention Programmes (355636).**

Applications Close:—Friday, 21 March 2008.

Salary:—\$40,547–\$59,573 per annum.

Professional Employees Award, Level 1.

Permanent full-time.

Location:—Risdon Prison Complex.

Duties:—Facilitate or co-facilitate the delivery of group-based rehabilitation or intervention programmes to offenders including the Sex Offender Treatment Programme. Provide counselling services for offenders as determined by the Psychologist Intervention Programmes.

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

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

Enquiries to Matt Bain, Senior Facilitator Intervention Programmes, Tasmania Prison Service, Department of Justice, phone (03) 6216 8309, email matt.bain@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 Vanessa Cobern on (03) 6216 8226.

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

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

POLICE AND EMERGENCY MANAGEMENT

CORPORATE SERVICES

*Business Projects Services***Administrative Assistant (002148).**

Applications Close:—Friday, 21 March 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Hobart.

Duties:—Provide a high level administrative service and project support within BPS.

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment

check before taking up the appointment, promotion or transfer. The following checks are to be conducted: conviction check for—crimes of violence, sex related offences, serious drug offences, crimes involving dishonesty, serious traffic offences.

Enquiries to Acting Inspector Douglas Rossiter, Business Project Services, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, TAS, 7001, email Douglas.Rossiter@police.tas.gov.au.

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

POLICE AND EMERGENCY MANAGEMENT

WESTERN DISTRICT

Burnie Division

Clerk (001169).

Applications Close:—Friday, 21 March 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—Burnie.

Duties:—Provide general clerical, keyboard and administrative support, including a reception service, to the Officer in Charge and police personnel within the Burnie Division and elsewhere within Western District during periods of staff absence or high volume workload.

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

Enquiries to Mr Phillip Chadwick, Executive Officer, Western District Administration, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, 7001, phone (03) 6434 5259, fax (03) 6434 5316, email Phillip.Chadwick@police.tas.gov.au.

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

PREMIER AND CABINET

TMD

Service Delivery

TASINET

Support Officer, GDS Services (001405).

Applications Close:—Friday, 21 March 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent part-time (22.5 hours per week).

Location:—Launceston.

Duties:—Provide high level service to TMD clients and members of the public concerning the Government Directory Service (GDS); and provide assistance and support in all aspects of the operations of the GDS.

Enquiries to Cheryl Strickland, Co-ordinator GDS Services, Department of Premier and Cabinet, phone (03) 6336 2555, email Cheryl.Strickland@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

Service Tasmania Operations

Client Service Officer (700435).

Applications Close:—Friday, 21 March 2008.

Salary:—\$40,547–\$44,938 per annum.

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

Permanent part-time (44.84 hours per fortnight).

Location:—Queenstown/North West Region.

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

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

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

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

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

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

Enquiries to Kevin McCrossen, phone (03) 6429 8412, email kevin.mccrossen@dpiw.tas.gov.au.

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

TAFE TASMANIA

DELIVERY TEAMS

Teacher (Electrotechnology)—4 Vacancies.

Applications Close:—Friday, 21 March 2008.

Salary:—\$44,085–\$65,971 per annum.

TAFE Teachers Award, Teacher.

Vacancy No. 322307 (re-advertised).

Permanent full-time.

Location:—North West.

Vacancy No. 331112.

Permanent full-time.

Location:—North West.

Vacancy No. 331535.

Permanent full-time.

Location:—North West.

Vacancy No. 331206.

Permanent full-time.

Location:—North West.

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 Denise Colledge, Team Leader, TAFE Tasmania, phone (03) 6434 5790, email Denise.Colledge@tafe.tas.edu.au.

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

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

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

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

TAFE TASMANIA

DELIVERY TEAMS

Natural Resources and Forestry

Administrative Assistant (000670).

Applications Close:—Friday, 21 March 2008.

Salary:—\$38,927–\$42,233 pro rata.

Administrative and Clerical Employees Award, Level 3.

Permanent part-time 36.75 hours per fortnight.

Location:—Clarence Campus.

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

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

Enquiries to Mark Geeves, A/Team Leader, Natural Resources and Forestry South, TAFE Tasmania, phone (03) 6245 8165, email Mark.Geeves@tafe.tas.edu.au.

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

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

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

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

Staff Movements

Resignation of Permanent Employees

<i>Agency</i>	<i>Position No. and Title</i>	<i>Occupant's Name</i>	<i>Date Effective</i>
Education	960553 Teacher	N. Fitzallen	12.02.08
Economic Development & Tourism	705953 Co-ordinator - Regional & Cooperative Marketing	T. Mangels	29.02.08
Economic Development & Tourism	705957 Manager - Consumer Communications	L. McGaurr	29.02.08
Health & Human Services	516177 Administrative Assistant (GEM)	A. Downham	30.12.07
Health & Human Services	506648 Enrolled Nurse	M. Clark-Brown	23.02.08
Health & Human Services	504609 Cleaner/Kitchen Hand	P. Walker	29.02.08
Justice	355123 Correctional Supervisor	N. A. Smith	03.03.08
Primary Industries & Water	701613 Senior Project Officer (Property Development)	S. McArdle	05.03.08
Primary Industries & Water	330713 Business Manager	A. Dicoski	29.02.08
Treasury & Finance	723750 Assistant Director	D. Sadler	05.03.08
Port Arthur Historic Site Management Authority	-- Historic Ghost Tour Supervisor	R. Morine	26.02.08
The Public Trustee	790159 Administrative Assistant	A. Goodyear	28.02.08

Permanent Appointments

<i>Agency</i>	<i>Position Number and Position Title</i>	<i>Occupant's Name</i>	<i>Probation Period</i>	<i>Date of Appointment</i>
Education	002749 Teacher	H. Padgett	-	11.02.08
Education	981143 Teacher	M. Olsen	-	11.02.08
Education	963013 Teacher	S. Anderson	-	11.02.08
Education	205791 Laboratory Technician	A. McCarthy	-	11.02.08
Education	E113390 Permanent Replacement Teacher	J. Potter	Six months	12.02.08
Environment, Parks, Heritage & the Arts	705817 Manager Event Development	C. Bracewell	6 months	03.03.08
Environment, Parks, Heritage & the Arts	705341 Regional Manager South	A. Rushton	6 months	27.02.08
Health & Human Services	509935 Hospital Aide	C. Haines	6 months	03.03.08
Health & Human Services	509800 Registered Nurse	R. Todd	6 months	24.02.08
Health & Human Services	501133 Coordinator Needle and Syringe Program	F. Smith	6 months	13.02.08
Health & Human Services	508240 Occupational Therapist	J. Chambeyron	6 months	03.03.08
Health & Human Services	509836 Registered Midwife	C. Blanton	6 months	25.02.08
Health & Human Services	515901 Community Mental Health Nurse	I. Harrington	6 months	25.02.08
Health & Human Services	517464 Clinical Nurse/Midwife	L. Campbell	6 months	03.03.08
Health & Human Services	504147 Registered Nurse	A. Lucas	6 months	28.02.08
Health & Human Services	515986 Care Assistant	S. Richards	6 months	22.02.08
Health & Human Services	515024 Service Support Officer	K. Pagett	6 months	27.02.08
Health & Human Services	500786 Administrative Assistant	J. Andrew	6 months	03.03.08
Health & Human Services	517032 Tenancy Officer Tm 2	J. Kemp	6 months	01.03.08
Health & Human Services	517033 Tenancy Officer Tm 2	T. Elliot	6 months	01.03.08
Health & Human Services	516997 Tenancy Officer Tm 1	D. Knox	6 months	01.03.08
Health & Human Services	513971 Graduate Recruit	M. Smart	6 months	31.03.08
Health & Human Services	508880 Hospital Aide	S. Smith	6 months	11.03.08
Health & Human Services	505163 Social Worker	M. Rayner	6 months	03.03.08
Health & Human Services	508829 Registered Nurse	K. Gray	6 months	16.03.08
Health & Human Services	510758 Orthotist/Prosthetist	P. Murray	6 months	06.03.08
Infrastructure, Energy & Resources	370186 Executive Assistant	L. Roney	6 months	18.02.08
Justice	356032 Administrative Assistant	T. Shea	Six months	25.02.08
Justice	354883 Legal Secretary	N. Peppin	6 months	03.03.08
Police & Emergency Management	521385 Appliance Fabrication Technician	A. Godman	nil	21.02.08
Police & Emergency Management	521172 Appliance Fabrication Technician	M. Sheen	nil	21.02.08
Primary Industries & Water	702239 Fishcare Volunteer Regional Coordinator (South)	T. McNeill	6 months	03.03.08
Primary Industries & Water	701806 Technical Officer - Pathology (Devil Facial Tumour Project)	P. Hodson	6 months	29.02.08
Primary Industries & Water	702710 Cashier	L. Pearce	6 months	29.02.08

Fixed-term Appointments of Greater than 12 Months

<i>Agency</i>	<i>Position Number and Position Title</i>	<i>Occupant's Name</i>	<i>Probation Period</i>	<i>Duration</i>
Economic Development & Tourism	424532 Deputy Secretary Business and Community Development	E. Jack	Nil	5 years
Economic Development & Tourism	424554 Project Officer - Aboriginal Recreation	P. Rae	4 months	2 years
Environment, Parks, Heritage & the Arts	706031 Planning Officer Northwest	S. Fox	16 weeks	2 years
Justice	355833 Project Officer	L. Fallon	4 months	2 years
Primary Industries & Water	702362 Policy Research Officer	C. Reeves	16 Weeks	2 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>
Education	962604 HR Clerk	R. Burdon	Education	960288 HR Operations Officer	05.02.08
Education	953805 Clerk	J. Bridges	Education	953615 School Office Clerk	12.02.08
Education	204695 Teacher	J. Hunter	Education	963280 Advanced Skills Teacher	11.02.08
Environment, Parks, Heritage & the Arts	705381 Special Projects Officer	S. Challis	Environment, Parks, Heritage & the Arts	706181 Special Projects Officer	26.02.08
Environment, Parks, Heritage & the Arts	330874 Ranger	A. Smith	Environment, Parks, Heritage & the Arts	340257 Ranger	26.02.08
Health & Human Services	510913\ Holding Position	S. Booth	Health & Human Services	514996 Senior Social Worker - Aged & Transitional Care	03.03.08
Justice	355636 Facilitator Intervention Programs	S. Winters	Health & Human Services	517249 Youth Alcohol and Drug Worker	03.03.08
Health & Human Services	515307 Dental Attendant	S. Pepper	Health & Human Services	517234 Senior Dental Attendant	13.02.08
Health & Human Services	515304 Dental Attendant	V. Whiteman	Health & Human Services	517236 Senior Dental Attendant	13.02.08
Health & Human Services	517014 Team Leader Service Improvement	R. Andrews	Health & Human Services	517007 Manager Business Support	01.03.08
Health & Human Services	513998 Dental Attendant	M. Redpath	Health & Human Services	517237 Senior Dental Attendant	13.02.08
Health & Human Services	513727 Dental Attendant	B. Murfet	Health & Human Services	517238 Senior Dental Attendant	13.02.08
Health & Human Services	514297 Radiation Therapist	N. Frame	Health & Human Services	514238 Senior Radiation Therapist	15.03.08
Health & Human Services	509886 Ward Clerk	J. Phillip	Health & Human Services	517487 Clinical Coder	26.02.08
Health & Human Services	513192 Holding Position	D. McKnight	Health & Human Services	517006 Tenancy Officer Tm 2	01.03.08
Health & Human Services	511120 Customer Support officer	M. Bortkiewicz	Health & Human Services	517034 Tenancy Officer Tm 2	01.03.08
Health & Human Services	511149 Customer Support Officer	R. Cavarretta	Health & Human Services	517035 Tenancy Officer Tm 2	01.03.08
Health & Human Services	515672 Executive Assistant	A. Keable	Health & Human Services	517356 Executive Officer	28.02.08
Health & Human Services	510918 Attendant	M. Reid	Health & Human Services	516417 Supervisor Support Staff Perioperative Services	28.02.08
Health & Human Services	517323 Consultant Applications Developer	S. Andrewartha	Health & Human Services	516946 Team Leader Applications Development	26.02.08
Justice	355793 Promotions Officer	A. Keygan	Justice	355788 Advisory Program Coordinator	25.02.08

Retirement of Permanent Employees

<i>Agency</i>	<i>Position No. Title</i>	<i>Occupant's Name</i>	<i>Date Effective</i>
Education	204462 Teacher	A. Rizzolo	12.02.08
Education	951293 Team Leader - Child Care	K. Westlake	15.02.08
Education	953447 School Attendant	D. Townsend	08.02.08
Education	203423 Teacher	G. Hussey	08.02.08

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>
Education	961606 Executive Assistant	B. Burke	Health & Human Services	517352 Executive Assistant	11.03.08
Police & Emergency Management	520042 Senior Station Officer	I. Cawthorn	Police & Emergency Management	520282 District Officer Tamar	11.03.08

Appointment of Officers

<i>Agency</i>	<i>Position Number and Position Title</i>	<i>Occupant's Name</i>	<i>Date of Appointment</i>	<i>Duration</i>
Environment, Parks, Heritage & the Arts	705611 Director, Office of the Secretary	B. Noble	25.02.08	5 years

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