



# TASMANIAN STATE SERVICE NOTICES

PUBLISHED BY  
AUTHORITY  
ISSN 0039-9795

WEDNESDAY 16 APRIL 2008

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

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

If you do not obtain access, contact your supervisor.

## Vacancies—General Information

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

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

All vacancies in this Gazette are normally only advertised once.

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

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

### Further Information

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

### Submission of Applications

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

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

### Fixed-Term Appointment

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

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

### Fixed-Term Employment Registers

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

**Gazette**

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

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

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

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

**Order Information**

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

**Deadlines**

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

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

**These deadlines will be strictly adhered to.**

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

**TASMANIAN GOVERNMENT GAZETTE AND  
TASMANIAN STATE SERVICES NOTICES\****PUBLICATION AND COPY CLOSURE DATES**

**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****SPORT AND RECREATION TASMANIA***Tasmanian Institute of Sport***Senior Operations Assistant (424993).**

Applications Close:—Friday, 2 May 2008.

Salary:—\$35,933 per annum.

Operational Employees Award, Level 4.

Permanent part-time on a rostered basis.

Location:—Launceston.

Duties:—To maintain the security, cleanliness and upkeep of the Silverdome buildings and oversee the operational requirements of the facility.

Essential Requirements:—Manual motor vehicle drivers licence.

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

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

Desirable Requirements:—One or more of the following: Forklift Licence; Chainsaw Operators Certificate; Elevated Work Platform Certificate; Workplace II Senior First Aid Certificate; Rigging Certificate; Certificate II in Security Operations; Scaffolding Certificate.

Enquiries to Rebecca Hardman for a copy of the Statement of Duties on (03) 6344 9988 or email [Rebecca.Hardman@development.tas.gov.au](mailto:Rebecca.Hardman@development.tas.gov.au). For further information about the position please contact Greg Banks, Facility Operations Manager, phone (03) 6344 9988, email [Greg.Banks@development.tas.gov.au](mailto:Greg.Banks@development.tas.gov.au).

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

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

**ECONOMIC DEVELOPMENT AND TOURISM****TOURISM TASMANIA***Infrastructure and Industry Development***Co-ordinator Infrastructure and Industry Development (705973).**

Applications Close:—Friday, 2 May 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

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

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

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

Enquiries to Nicky McKibben, Manager Experience Development for a copy of the Statement of Duties or for further information about the position phone (03) 6230 8154, email Nicky.McKibben@tourism.tas.gov.au.

Applications to address the selection criteria outlined in the Statement of Duties, quote position number and be addressed 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.

## ECONOMIC DEVELOPMENT AND TOURISM

### TOURISM TASMANIA

#### *Marketing and Commercial Operations*

#### **Major Partners Marketing Advisor (705946).**

Applications Close:—Friday, 2 May 2008.

Salary:—\$56,854–\$60,476 per annum.

Administrative and Clerical Employees Award, Level 7.

Permanent full-time.

Location:—Sydney.

Duties:—Provide a strategic marketing and sales support role to Tourism Tasmania's major partners including network partners and inbound tour operators to develop sales and marketing strategies that drive commercial tourism outcomes.

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 and a current driver's license.

Enquiries to Kathryn McCann, Manager Major Partners for a copy of the Statement of Duties or for further information about the position phone (03) 6230 8310, email Kathryn.McCann@tourism.tas.gov.au.

Applications to address the selection criteria outlined in the Statement of Duties, quote position number and be addressed to, Human Resources, Department of Economic Development and Tourism, G.P.O. Box 646, Hobart, 7001, phone (03) 6233 5893, fax (03) 6233 5703, email applications@development.tas.gov.au.

## EDUCATION

### LEARNING SERVICES

#### *Learning Services (North)*

#### Scottsdale Primary School

#### **School Executive Officer (305786).**

Applications Close:—Friday, 2 May 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Scottsdale Primary School.

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

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

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

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

Enquiries to Helen Munro, Department of Education, phone (03) 6382 1564, email helen.munro@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)*

#### St Marys District High School

#### **School Attendant (Kitchen Assistant/Cleaning) (306013).**

Applications Close:—Friday, 2 May 2008.

Salary:—\$33,637 per annum.

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

Permanent full-time (0.46 FTE, 37 hours per fortnight Kitchen Hand, 0.54 FTE, 43 hours per fortnight Cleaning (Day Shift).

Location:—St Marys District High School.

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

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

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

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

Enquiries to Brian Shephard, Department of Education, phone (03) 6372 3900, email brian.shephard@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)**Winnaleah District High School***Teacher, Middle School—Re-advertised (203758).**

Applications Close:—Friday, 2 May 2008.

Salary:—\$42,711–\$68,351 per annum.

Teaching Service (TPS) Award, Teacher.

Fixed-term full-time from as soon as possible to 19 December 2008.

Location:—Winnaleah District High School.

Please note: This vacancy was previously advertised permanently in the Gazette of 26 March 2008. This position has now been withdrawn and readvertised as a fixed-term appointment until the end of term 3, 2008.

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. 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 Brian Wightman, Department of Education, mobile 0414 510 631, email [brian.wightman@education.tas.gov.au](mailto:brian.wightman@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](mailto:recruitment@education.tas.gov.au).

## EDUCATION

## LEARNING SERVICES

*Learning Services (North-West)**Nixon Street Primary School***School Attendant (Cleaning)—2 Vacancies.**

Applications Close:—Friday, 2 May 2008.

Salary:—\$33,637 pro rata.

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

Vacancy No. 952594.

Permanent part-time 0.5 FTE 40 hours per fortnight 52 weeks per year.

Location:—Nixon Street Primary School.

Vacancy No. 952123.

Permanent part-time 0.5 FTE 40 hours per fortnight 52 weeks per year.

Location:—Nixon Street 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 Gail Harington, Department of Education, phone (03) 6424 7733, email [gail.harington@education.tas.gov.au](mailto:gail.harington@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](mailto:recruitment@education.tas.gov.au).

## EDUCATION

## LEARNING SERVICES

*Learning Services (South)**Lenah Valley Primary School***School Attendant (960780).**

Applications Close:—Friday, 2 May 2008.

Salary:—\$33,637 per annum.

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

Permanent full-time.

Location:—Lenah Valley 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 Kerrie Bell, Department of Education, phone (03) 6228 0311, email [kerrie.bell@education.tas.gov.au](mailto:kerrie.bell@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](mailto:recruitment@education.tas.gov.au).

## EDUCATION

### SKILLS TASMANIA

#### *Regulation and Support*

#### **Purchasing Officer—3 Vacancies.**

Applications Close:—Friday, 2 May 2008.

Salary:—\$49,523–\$51,357 per annum.

Administrative and Clerical Employees Award, Level 5.

Vacancy No. 963128.

Permanent full-time.

Location:—Hobart.

Vacancy No. 962419.

Permanent full-time.

Location:—Hobart.

Vacancy No. 422394.

Permanent full-time.

Location:—Hobart.

Description of the Role:—Develop and administer contracts with Registered Training Organisations, and other providers, and process payments to creditors relating to the purchase of vocational education and training (VET) and other services. Assist the Manager Purchasing and Contract Management with the implementation and refinement of payments and contracts management processes within the Purchasing and Contract Management Section.

Desirable Requirements:—Experience with the development and maintenance of databases.

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 Gillian McGuinness, Department of Education, phone (03) 6233 4614, email [gillian.mcguinness@education.tas.gov.au](mailto:gillian.mcguinness@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](mailto:recruitment@education.tas.gov.au).

## HEALTH AND HUMAN SERVICES

### **Graduate Nurse Transition Programme Mid Year Intake 2008 (Multiple vacancies).**

Applications Close:—Friday, 25 April 2008.

Salary:—\$45,980 pro rata.

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

Fixed-term full-time for 12 Months. Various placements are rotational.

Location:—Hospital and/or community placements.

Description:—We offer diverse and rewarding opportunities for newly qualified Graduate Nurses, and are sure to have something to meet your development needs or interests. Varied practice settings are available for placement including metropolitan hospitals, mental health, community nursing and rural hospitals.

Our Programme:—Facilitates the consolidation and integration of your knowledge and clinical skills providing a strong foundation for future career opportunities. Is supported by a dedicated team of Graduate Co-ordinators, Clinical Preceptors and Educators who work with you to achieve your clinical objectives and development goals and provide clinical support in practice.

General queries, Deanna Ellis on (03) 6336 5558.

Royal Hobart Hospital queries:—

Jillian Pryor on (03) 6222 8786.

Launceston General Hospital queries:—

Denise Wilson on (03) 6348 7418.

North West Regional Hospital queries:—

Carol Scott on (03) 6430 6810.

Community Health Services queries:—

Helen Zournazis on (03) 6336 4160.

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

If nominating a Community Health Services placement you are required to provide proof of your current driver's licence and you will be required to undertake a police check.

Applicants are encouraged to obtain further information about the Graduate Nurse Transition Programme from <http://www.dhhs.tas.gov.au/careers/nursing/gndp/index.php>.

Please note that it is your responsibility to contact your referees and send them a referee report to complete. Report templates are available to download from the Supporting Documents area of this vacancy notice.

Please click on link under Supporting Documents to apply online.

## HEALTH AND HUMAN SERVICES

### ACUTE HEALTH SERVICES

#### *Clinical Performance and Emergency Management*

#### Quality and Clinical Reform

### **Project Support Officer—Tasmanian Cancer Network Project (517209).**

Applications Close:—Friday, 2 May 2008.

Salary:—\$52,481–\$54,291 per annum.

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

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

Location:—Hobart.

Duties:—Provide support and assistance to the Programme Co-ordinator Tasmanian Cancer Network Project in

the implementation of a cancer network in Tasmania, by undertaking a research, liaison and executive support role.

**Desirable Requirements:**—Knowledge and understanding of project management principles including the ability to assist in the planning and co-ordinating of several concurrent sub project activities whilst working in an environment subject to strict time frames. Experience in undertaking research, preparing reports and correspondence and an ability to apply analytical skills in collating key themes and ideas into draft issues papers, reports or presentations for the Project Co-ordinator – Tasmanian Cancer Network Project. Good written and oral communication, negotiation, and facilitation skills including the ability to liaise effectively with a wide range of key stakeholders across organisational boundaries.

Enquiries to Jane Wood, Department of Health and Human Services, phone (03) 6233 2106, email jane.wood@dhhs.tas.gov.au.

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

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#### HEALTH AND HUMAN SERVICES

##### ACUTE HEALTH SERVICES

###### *Launceston General Hospital*

#### **Enrolled Nurse, Medication Endorsed (517785).**

Applications Close:—Friday, 2 May 2008.

Salary:—\$44,751–\$46,010 per annum.

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

Fixed-term full-time day worker. To commence as soon as possible until 9 May 2009.

Location:—Medicine LGH, Transition Care Programme.

**Duties:**—In accordance with Agency policies and legal requirements, the Enrolled Nurse delivers direct patient/client care of a prescribed recurrent nature under the supervision of a Registered Nurse. Part of a multidisciplinary team assisting aged patients to return to independent living in the community.

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

Enquiries to Sharon Williams, Department of Health and Human Services, phone (03) 63487919, mobile 0439100258, email sharon.williams@dhhs.tas.gov.au.

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

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#### HEALTH AND HUMAN SERVICES

##### ACUTE HEALTH SERVICES

###### *North West Regional Hospital*

#### **PIMS Clerk (Casual) (501868).**

Applications Close:—Friday, 2 May 2008.

Salary:—\$38,464–\$41,681 pro rata.

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

Fixed-term casual day worker, working as and when required. To commence as soon as possible until 24 April 2009.

Location:—Corporate Services, PIMS.

**Duties:**—Maintain the medical record and associated systems in accordance with AS2828. Perform all roles within Patient Information Management Services, inclusive of reception services in the Department Of Emergency Medicine, Outpatient Clinic areas and Admissions.

**Desirable Requirements:**—Successful completion of or a willingness to undertake a recognised course in business/office administration and medical terminology. A demonstrated knowledge of clerical procedures within a hospital information management area. Proven ability to organise and prioritise workflow according to demand with the ability to work in a multi-disciplinary team environment.

Enquiries to Geraldine Hanigan, Department of Health and Human Services, phone (03) 6430 6527, email geraldine.hanigan@dhhs.tas.gov.au.

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

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#### HEALTH AND HUMAN SERVICES

##### ACUTE HEALTH SERVICES

###### *North West Regional Hospital*

#### **Registered Nurse (502276).**

Applications Close:—Friday, 2 May 2008.

Salary:—\$43,859–\$58,704 per annum.

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

Permanent full-time shift worker.

Location:—Nursing Services, Surgical Central/Orthopaedics/Rehabilitation.

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

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

Enquiries to Judi Rutherford, Department of Health and Human Services, phone (03) 6430 6507, email judi.rutherford@dhhs.tas.gov.au.

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

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#### HEALTH AND HUMAN SERVICES

##### ACUTE HEALTH SERVICES

###### *Royal Hobart Hospital*

#### **Occupational Therapist (508245).**

Applications Close:—Friday, 2 May 2008.

Salary:—\$42,638–\$68,410 per annum.

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

Permanent full-time day work.

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

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

Highly Desirable:—Current Driver's Licence.

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

Enquiries to Wendy Rowell, Department of Health and Human Services, phone (03) 6222 8633, email [wendy.rowell@dhhs.tas.gov.au](mailto:wendy.rowell@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 Resruitment, Human Resources, Department of Health and Human Services, G.P.O. Box 125, Hobart, Tasmania 7001.

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## HEALTH AND HUMAN SERVICES

### ACUTE HEALTH SERVICES

#### *Royal Hobart Hospital*

#### **Staff Specialist, Anaesthetist (509310).**

Applications close:—Friday, 2 May 2008.

Salary:—To be negotiated.

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

Permanent full-time day work (with oncall).

Location:—Clinical Services, Surgery, Department of Anaesthesia, Royal Hobart Hospital.

Duties:—Applications are invited for the position of a permanent, full-time specialist anaesthetist at the Royal Hobart Hospital.

The Royal Hobart Hospital is a 505 bed tertiary referral hospital for the state of Tasmania and a teaching hospital associated with the University of Tasmania Medical School. Anaesthesia services are provided for 9 main theatres, 2 day surgery theatres, endoscopy and radiology. All surgical specialties are covered, including cardiac, thoracic, vascular, neurosurgical and paediatric. There are associated hyperbaric and chronic pain units. There is an increasing focus on the use of ultrasound and echocardiography in all areas with the recent purchase of 3 portable machines for use by the Anaesthetic Department.

Hobart offers the unique opportunity to combine a fantastic lifestyle with a challenging and interesting spectrum of work.

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

Enquiries to Dr. Simon Morphet, Department of Health and Human Services, phone (03) 6222 8459, email [simon.morphett@dhhs.tas.gov.au](mailto:simon.morphett@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### ACUTE HEALTH SERVICES

#### *Royal Hobart Hospital*

#### **Staff Specialist, Anaesthetist (517694).**

Applications Close:—Friday, 2 May 2008.

Salary:—To be negotiated.

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

Fixed-term full-time day work (with oncall) commencing as soon as possible for a period of 9 months.

Location:—Department of Surgery, Anaesthesia, Royal Hobart Hospital.

Duties:—Applications are invited for the position of a locum full-time specialist anaesthetist at the Royal Hobart Hospital.

This position is part of Elective Surgery Initiative by the Commonwealth Government.

The Royal Hobart Hospital is a 505 bed tertiary referral hospital for the state of Tasmania and a teaching hospital associated with the University of Tasmania Medical School. Anaesthesia services are provided for 9 main theatres, 2 day surgery theatres, endoscopy and radiology. All surgical specialties are covered, including cardiac, thoracic, vascular, neurosurgical and paediatric. There are associated hyperbaric and chronic pain units. There is an increasing focus on the use of ultrasound and echocardiography in all areas with the recent purchase of 3 portable machines for use by the Anaesthetic Department.

Hobart offers the unique opportunity to combine a fantastic lifestyle with a challenging and interesting spectrum of work.

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

Enquiries to Dr Simon Morphet, Department of Health and Human Services, phone (03) 6222 8459, email [simon.morphett@dhhs.tas.gov.au](mailto:simon.morphett@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Mental Health Services*

#### North

#### **Senior Business Support Officer (516676).**

Applications Close:—Friday, 2 May 2008.

Salary:—\$63,340–\$66,962 per annum.

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

Permanent full-time daywork.

Location:—Mental Health Services, Northern Management Unit, Launceston.

Duties:—As part of a multidisciplinary team delivering high quality mental health services in accordance with Mental Health Service principles, National Mental Health



Standards, Agency policy, legal requirements and relevant professional competencies, undertake a co-ordinating and support role in the management and implementation of specific establishment projects and provide high level administrative advice and support for planning, risk analysis, communication strategies and policy development in relation to the same. Provide high level business support and administrative advice to senior management to ensure the cost effective provision and utilisation of human, financial and physical resources. Participate in the development and revision of organisational documentation, policies and procedures and provide administrative advice and support for planning, risk analysis, communication strategies and policy development.

**Desirable Requirements:**—Proven skills and experience in financial management with the ability to monitor effectiveness and efficiency. Demonstrated ability to undertake policy and service development and to prepare, present and evaluate reports and submissions at senior management level, and competence to research, interpret and analyse information and recommend appropriate action.

Enquiries to Carolyn Woll, Department of Health and Human Services, phone (03) 6336 2194, email carolyn.woll@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Mental Health Services*

#### South

#### **Administrative Officer (512144).**

Applications Close:—Friday, 2 May 2008.

Salary:—\$43,431–\$47,038 per annum.

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

Permanent full-time day work.

Location:—St Johns Park New Town.

**Duties:**—The Administrative Officer undertakes a range of high level administrative functions including support in the areas of budget and establishment monitoring, trust account processing and roster co-ordination, provides day to day administrative support within the Southern Management Unit to the Associate Clinical Director and the Manager Area Clinical Standards and Improvement/ADON and participates in and contributes to a learning environment, through continuing education, training and professional development.

**Desirable Requirements:**—Extensive experience in office management practices including the provision of high level administrative support in a senior management environment together with fast and accurate keyboard and audio typing skills utilising Microsoft Windows applications.

Ability to interpret and analyse information and identify an appropriate action, in consultation with other staff.

A knowledge of or ability to develop skills in the use of financial and human resource packages and the preparation of reports and spreadsheets.

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

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

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

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## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Oral Health*

#### **Support Officer Supply and Facilities Nth/NW (500849).**

Applications Close:—Friday, 2 May 2008.

Salary:—\$38,464–\$41,681 pro rata.

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

Permanent part-time day work, working 68 hours per fortnight.

Location:—Northern Dental Centre, Launceston.

**Duties:**—Provide general administrative and operational support to the Area Manager N/NW, Equipment and Facilities and Technical Services as required. Within established guidelines, provide support to the Area Manager N/NW in the operation of a supply facility, including the receipt, issue, delivery and storage of goods. As required, provide general support and advisory services to staff of Oral Health Services concerning the purchase and storage of drugs and related items. Assist the Area Manager N/NW in the co-ordination of Environmental Services (Cleaning) staff by acting as a first point of contact for staff raising general service delivery issues.

**Desirable Requirements:**—Experience in the provision of general administrative and clerical services, including the use of office management software.

Personal skills such as initiative, flexibility, judgement and discretion, including the ability to interpret and analyse information and decide on appropriate action.

An operational knowledge; or ability to acquire that knowledge, of procedures relating to accounts receivable and accounts payable processing. Experience in the use of a computerised accounts system considered desirable.

Enquiries to Patsy Burgess, Department of Health and Human Services, phone (03) 6336 4119, email patsy.burgess@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

## COMMUNITY HEALTH SERVICES

*Primary Health*

## North

**Cleaner/Kitchen Hand (504609).**

Applications Close:—Friday, 2 May 2008.

Salary:—\$34,059–\$34,606 pro rata.

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

Permanent part-time shift work, 48 hours per fortnight.

Location:—George Town Hospital and Community Centre.

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

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

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

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

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## HEALTH AND HUMAN SERVICES

## COMMUNITY HEALTH SERVICES

*Primary Health*

## North

**Cleaner/Kitchen Hand (504611).**

Applications Close:—Friday, 2 May 2008.

Salary:—\$34,059–\$34,606 per annum.

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

Permanent full-time shiftwork.

Location:—George Town Hospital and Community Centre.

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

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

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

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

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## HEALTH AND HUMAN SERVICES

## COMMUNITY HEALTH SERVICES

*Primary Health*

## North

**Enrolled Nurse (504468).**

Applications Close:—Friday, 2 May 2008.

Salary:—\$44,751–\$46,010 pro rata.

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

Permanent part-time shiftwork, 64 hours per fortnight.

Location:—Beaconsfield District Health 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 a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—conviction check in the following areas: crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Linda Proietti, Department of Health and Human Services, phone (03) 6383 1104, email [linda.proietti@dhhs.tas.gov.au](mailto:linda.proietti@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

## COMMUNITY HEALTH SERVICES

*Primary Health*

## North

**Enrolled Nurse (506301).**

Applications Close:—Friday, 2 May 2008.

Salary:—\$44,751–\$46,010 pro rata.

Nurses (TPS) Award, Enrolled Nurse Level 2.

Permanent part-time shiftwork, 40 hours per fortnight.

Location:—Beaconsfield District Health 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 a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—conviction check in the following areas: crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Linda Proietti, Department of Health and Human Services, phone (03) 6383 1104, email linda.proietti@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Primary Health*

#### North

#### **Enrolled Nurse (Medication Endorsed) (506018).**

Applications Close:—Friday, 2 May 2008.

Salary:—\$44,751–\$46,010 pro rata.

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

Permanent part-time shiftwork, 40 hours per fortnight.

Location:—Beaconsfield District Health 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 a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—conviction check in the following areas: crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Linda Proietti, Department of Health and Human Services, phone (03) 6383 1104, email linda.proietti@dhhs.tas.gov.au.

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## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Primary Health*

#### North

#### **Physiotherapist (507417).**

Applications Close:—Friday, 2 May 2008.

Salary:—\$65,522–\$75,155 pro rata.

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

Permanent part-time daywork, 30 hours per fortnight.

Location:—St Marys Community Health Centre.

Duties:—In accordance with organisational policies and professional code of ethics, to be responsible for the efficient and effective provision of Physiotherapy Services to clients

living in the St Helens Community or St Marys communities. Co-ordinate the physiotherapy services in the St Helens or St Marys community including supervision and support of staff and students. Contribute to health promotion in the St Helens or St Marys municipality.

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

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

Enquiries to Karen O'Shea, Department of Health and Human Services, phone (03) 6372 2111, email smhc.manager@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Primary Health*

#### North

#### **Physiotherapist (Community)—2 Vacancies.**

Applications Close:—Friday, 2 May 2008.

Salary:—\$65,522–\$75,155 pro rata.

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

Vacancy No. 506714.

Permanent part-time daywork, 34 hours per fortnight.

Location:—St Helens Hospital, St Helens.

Vacancy No. 507417.

Permanent part-time daywork, 30 hours per fortnight.

Location:—St Marys Community Health Centre, St Marys.

Duties:—In accordance with organisational policies and professional code of ethics, to be responsible for the efficient and effective provision of Physiotherapy Services to clients living in the St Helens Community or St Marys communities. Co-ordinate the physiotherapy services in the St Helens or St Marys community including supervision and support of staff and students. Contribute to health promotion in the St Helens or St Marys municipality.

Please note: The opportunity exists to be employed in both positions.

For enquiries please contact: Karen O'Shea on (03) 6372 2111 or email smhc.manager@dhhs.tas.gov.au.

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

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

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

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## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Primary Health*

#### North

#### **Registered Nurse (513505).**

Applications Close:—Friday, 2 May 2008.

Salary:—\$43,859–\$58,704 pro rata.

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

Permanent part-time shiftwork, 38 hours per fortnight.

Location:—St Marys Community Health Centre.

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

Enquiries to Karen O'Shea, Department of Health and Human Services, phone (03) 6372 2111, email [smhc.manager@dhhs.tas.gov.au](mailto:smhc.manager@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Primary Health*

#### North

#### **Registered Nurse (512414).**

Applications Close:—Friday, 2 May 2008.

Salary:—\$43,859–\$58,704 pro rata.

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

Permanent part-time shiftwork, 47.8 hours per fortnight.

Location:—St Marys Community Health Centre.

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

Enquiries to Karen O'Shea, Department of Health and Human Services, phone (03) 6372 2111, email [smhc.manager@dhhs.tas.gov.au](mailto:smhc.manager@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Primary Health*

#### North West

#### **Administrative Assistant (502539).**

Applications Close:—Friday, 2 May 2008.

Salary:—\$38,464–\$41,681 per annum.

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

Permanent full-time daywork.

Location:—Community Health, Burnie.

Duties:—Provide administrative and clerical support to the Burnie Community Health Home Care Service and Community Nursing Service and the Podiatry Service and Burnie Community Health Centre.

Desirable Requirements:—Sound knowledge of office organisation and procedures in order to ensure the efficient operation of the Burnie Community Health Centre office. High level oral, written and interpersonal communication skills and ability to work effectively as part of a team. A high level of keyboard skills, together with demonstrated knowledge and proficiency in operation of computerised information systems.

Enquiries to Cheryl Mole, Department of Health and Human Services, phone (03) 6434 6454, email [cheryl.mole@dhhs.tas.gov.au](mailto:cheryl.mole@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### COMMUNITY HEALTH SERVICES

#### *Primary Health*

#### North West

#### **Community Health Nurse (506843).**

Applications Close:—Friday, 2 May 2008.

Salary:—\$54,463–\$65,071 pro rata.

Nurses (TPS) Award, Community FCH Nurse.

Fixed-term casual shiftwork, hour as and when required, commencing As soon as possible for a period of 12 months.

Location:—Community Health, Ulverstone.

Duties:—In accordance with Primary Health Care principles, Agency policies, legal requirements and professional competencies, the Community Health Nurse provides nursing care to individuals and families, participates in community needs assessments and the development and implementation of health promotion programmes. Collaborate with other members of the health care team to ensure the delivery of high quality health care.

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

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

Enquiries to Judy Lee, Department of Health and Human Services, phone (03) 6429 8425, email judy.lee@dhhs.tas.gov.au.

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

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#### HEALTH AND HUMAN SERVICES

##### COMMUNITY HEALTH SERVICES

###### *Primary Health*

###### North West

#### **Senior Paediatric Physiotherapist (503083).**

Applications Close:—Friday, 2 May 2008.

Salary:—\$65,522–\$75,155 pro rata.

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

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

Location:—Devonport Community Health Centre.

Duties:—To provide and maintain optimal specialist physiotherapy care to Paediatric clients in the Devonport, North West District. Such care includes a consultancy and advisory service in addition to 'hands on' physiotherapy. Care may be centre-based, or provided in schools, centres and homes throughout the District.

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

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

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

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#### HEALTH AND HUMAN SERVICES

##### COMMUNITY HEALTH SERVICES

###### *Primary Health*

###### South

#### **Clinical Nurse (517600).**

Applications Close:—Friday, 2 May 2008.

Salary:—\$60,828–\$65,071 per annum.

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

Permanent full-time day work.

Location:—Southern Region.

Duties:—Provide case management and a clinical consultancy service including education to individuals and carers in matters related to dementia care for clients living in the community, in Southern Tasmania. Develop effective links with other health service providers and interest groups to promote community awareness in relation to quality dementia care with a philosophical approach that emphasizes person centred care.

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

Enquiries to Christine Priest, Department of Health and Human Services, phone (03) 6222 7781, email christine.priest@dhhs.tas.gov.au.

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

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#### HEALTH AND HUMAN SERVICES

##### COMMUNITY HEALTH SERVICES

###### *Statewide Specialist Services*

###### Correctional Primary Health

#### **Registered Nurse—4 Vacancies.**

Applications Close:—Friday, 2 May 2008.

Salary:—\$43,859–\$58,704 pro rata.

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

Vacancy No. 512532.

Permanent full-time shift work.

Location:—Southern Region.

Vacancy No. 512568.

Permanent full-time shift work.

Location:—Southern Region.

Vacancy No. 512599.

Permanent full-time shift work.

Location:—Southern Region.

Vacancy No. 512528.

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

Location:—Southern Region.

Duties:—In accordance with Primary Health Care principles, Agency policies, legal requirements and professional competencies the Registered Nurse will utilise a problem solving approach and established nursing procedures in the



delivery of direct nursing care and collaborate with other members of the health care team to ensure the delivery and evaluation of nursing care.

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

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

Enquiries to Ann Marie Mallett, Department of Health and Human Services, phone (03) 6216 8236, email [annmarie.mallett@dhhs.tas.gov.au](mailto:annmarie.mallett@dhhs.tas.gov.au).

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

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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—3 Vacancies.**

Applications Close:—Friday, 2 May 2008.

Salary:—\$54,463–\$65,071 per annum.

Nurses (TPS) Award, Community FCH Nurse.

Vacancy No. 513844.

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

Location:—Child Health and Parenting Service, Launceston.

Vacancy No. 500900.

Fixed-term part-time day work, 60.8 hours per fortnight, commencing As soon as possible until 19 December 2008.

Location:—Child Health and Parenting Service, Launceston.

Vacancy No. 500902.

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

Location:—Child Health and Parenting Service, Launceston.

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

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

The Commissioner has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—conviction check in the following areas: crimes of violence, sex related offences, serious drug offences 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](mailto:libby.dawson@dhhs.tas.gov.au).

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

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Children and Family Services*

#### Northern Area

#### Child Health and Parenting Services

#### **Child and Family Health Nurse Home Visitor (517662).**

Applications Close:—Friday, 2 May 2008.

Salary:—\$54,463–\$65,071 pro rata.

Nurses (TPS) Award, Community FCH Nurse.

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

Location:—Child Health and Parenting Service, Launceston.

Duties:—Within a Primary Health Care framework and in accordance with the philosophy of Child Health and Parenting Service, Agency policy and legal requirements, the Child and Family Health Nurse 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 a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:—conviction check in the following areas: crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

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

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

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Children and Family Services*

#### Northern Area

#### Child Protection

#### **Client Support Officer—2 Vacancies.**

Applications Close:—Friday, 2 May 2008.

Salary:—\$38,464–\$41,681 per annum.

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

Vacancy No. 501488.

Permanent full-time day work.

Location:—Child Protection, Launceston.

Vacancy No. 515580.

Permanent full-time day work.

Location:—Child Protection, Launceston.

Duties:—In a multi skilled environment, provide a high level of administrative and secretarial support as required to professional staff, management and clients to ensure the efficient and effective delivery of Child and Family Services.

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

Enquiries to Michelle Davey, Department of Health and Human Services, phone (03) 6336 2376, email michelle.davey@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

### HUMAN SERVICES

#### *Housing*

#### **Customer Support Officer (511151).**

Applications Close:—Friday, 2 May 2008.

Salary:—\$38,464–\$41,681 per annum.

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

Permanent full-time day work.

Location:—Housing Tasmania, Hobart.

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 Fleur Watson, Department of Health and Human Services, phone (03) 6233 8775, email fleur.watson@dhhs.tas.gov.au.

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

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## HEALTH AND HUMAN SERVICES

### SHARED SERVICES

#### *Business and Risk Strategy*

#### **Infrastructure Investment Analyst (517329).**

Applications Close:—Friday, 2 May 2008.

Salary:—\$76,007 per annum.

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

Permanent full-time day work.

Location:—Hobart.

Duties:—To ensure that infrastructure investment decisions are supported by rigorous business cases and analysis to continuously improve integration, prioritization and scheduling of the development of physical assets to support whole of agency service need.

Desirable Requirements:—A disciplined and rigorous approach to Project Management and a demonstrated ability to achieve project outputs, using formal techniques of business case development, project planning, team management, stakeholder consultation, risk management and value management. High level strategic, conceptual, analytical and creative skills including an ability to understand the political, social and organisational environment and make sound judgments within a complex environment. Demonstrated ability to undertake research and synthesise data from a range of sources to support effective decision making and to contribute to strategic direction and the development and implementation of policy.

Enquiries to Les Burbury, Department of Health and Human Services, phone (03) 6233 2111, email les.burbury@dhhs.tas.gov.au.

You are encouraged to apply online (online) 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.

## HEALTH AND HUMAN SERVICES

### SHARED SERVICES

#### *Information Services*

#### **Consultant Project Officer (517686).**

Applications Close:—Friday, 2 May 2008.

Salary:—\$63,340–\$66,962 per annum.

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

Permanent full-time day work.

Location:—Statewide.

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

Desirable Requirements:—High level project management and information system implementation skills, including the ability to lead and manage a small team that links with diverse service delivery areas. Demonstrated high-level experience and skills in project management activities in accordance with the Tasmanian Government Project Management Framework including but not limited to business case preparation, project planning, project issue identification, tracking and resolution, change management and stakeholder management. Experience in the implementation of standardised business processes as a part of the implementation of information systems.

Enquiries to Brent Feike, Department of Health and Human Services, phone (03) 62334661, email brent.feike@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 7001.

## HEALTH AND HUMAN SERVICES

## SHARED SERVICES

*Information Services***Project Manager (517689).**

Applications Close:—Friday, 2 May 2008.

Salary:—\$76,007 per annum.

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

Permanent full-time day work.

Location:—Statewide.

Duties:—Manage a range of Information Technology related projects within the agency. Provide leadership, mentoring and support in best practice project management and business analysis procedures to Business Units.

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

Enquiries to Brent Feike, Department of Health and Human Services, phone (03) 62334661, email [brent.feike@dhhs.tas.gov.au](mailto:brent.feike@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 7001.

## HEALTH AND HUMAN SERVICES

## SHARED SERVICES

*Information Services***Senior Project Officer (517523).**

Applications Close:—Friday, 2 May 2008.

Salary:—\$54,291–\$59,721 per annum.

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

Permanent full-time day work.

Location:—Hobart.

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

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

Enquiries to Brent Feike, Department of Health and Human Services, phone 0362334661, email [Brent.Feike@dhhs.tas.gov.au](mailto:Brent.Feike@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 7001.

## HEALTH AND HUMAN SERVICES

## SHARED SERVICES

*Planning, Performance and Communications***Senior Policy Analyst (500855).**

Applications Close:—Friday, 2 May 2008.

Salary:—\$63,340–\$66,962 pro rata.

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

Fixed-term part-time day work for 38 hours per fortnight from As soon as possible for a period of 6 months.

Location:—Hobart.

Duties:—Assist in the development and maintenance of an effective framework for integrated planning and performance management systems for the Department. Provide support to managers and staff to ensure the adoption of the systems by business units and their incorporation into normal work practices. Ensure the efficient and effective day-to-day operation of the Department's performance reporting processes and systems.

Desirable Requirements:—Demonstrated knowledge and experience in planning, performance management and system development in a complex organisational environment. Well-developed strategic, conceptual and analytical skills including the ability to understand the political, social and organisational environment and to identify relevant issues and make sound judgments about Agency strategies and directions. High-level research and investigative skills including the ability to assess and evaluate data and information to identify features, trends and issues.

Enquiries to Jayne Clarke, Department of Health and Human Services, phone (03) 6233 5985, email [jayne.clarke@dhhs.tas.gov.au](mailto:jayne.clarke@dhhs.tas.gov.au).

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

## INFRASTRUCTURE, ENERGY AND RESOURCES

## CORPORATE SERVICES DIVISION

*Corporate Affairs***Communications Consultant (371966).**

Applications Close:—Friday, 2 May 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

Duties:—Provide specialist consultative advice on a range of communication services within the Agency, and the processes, policies and standards supporting these services.

Desirable Requirements:—A relevant tertiary qualification in communications, marketing or an associated field. A current drivers licence.

Enquiries to Suzie Jacobson, Manager, Corporate Affairs, Department of Infrastructure, Energy and Resources, phone (03) 6233 6174, email [suzie.jacobson@dier.tas.gov.au](mailto:suzie.jacobson@dier.tas.gov.au).

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

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



## INFRASTRUCTURE, ENERGY AND RESOURCES

## CORPORATE SERVICES DIVISION

*Corporate Affairs***Communications Support Officer (370498).**

Applications Close:—Friday, 2 May 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Hobart.

Duties:—Provide an administrative support service for the Corporate Affairs Branch, contributing to agency outcomes through a range of activities including client service, web publishing, internal communication initiatives, emergency management and support for the Manager, Corporate Affairs.

Enquiries to Suzie Jacobson, Manager, Corporate Affairs Branch, Department of Infrastructure, Energy and Resources, phone (03) 6233 6174, email [suzie.jacobson@dier.tas.gov.au](mailto:suzie.jacobson@dier.tas.gov.au).

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

## INFRASTRUCTURE, ENERGY AND RESOURCES

## MINERAL RESOURCES TASMANIA

*Royalty, Finance and Administration***Administrative Officer (371889).**

Applications Close:—Friday, 2 May 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Rosny.

Duties:—Provide high level administrative and clerical support to Mineral Resources Tasmania (MRT).

Enquiries to Kylie Rogers, Administrative Officer, Department of Infrastructure, Energy and Resources, phone (03) 6233 8377, email [kylie.rogers@dier.tas.gov.au](mailto:kylie.rogers@dier.tas.gov.au).

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

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

## INFRASTRUCTURE, ENERGY AND RESOURCES

## ROADS AND TRAFFIC

*Transport Infrastructure***Development Assessment Officer (372106).**

Applications Close:—Friday, 2 May 2008.

Salary:—\$56,854–\$60,476 per annum.

Administrative and Clerical Employees Award, Level 7.

Fixed-term full-time for 12 months.

Location:—Hobart.

Duties:—Undertake high level research and analysis and provide appropriate recommendations regarding development proposals on and affecting the State Road network to maintain appropriate safety and efficiency standards.

Desirable Requirements:—Current driver licence.

Enquiries to Graeme Dennis, Manager Land Assets, Department of Infrastructure, Energy and Resources, phone (03) 6233 3613, email [graeme.dennis@dier.tas.gov.au](mailto:graeme.dennis@dier.tas.gov.au).

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

## JUSTICE

## CORPORATE SERVICES

*Finance***Management Accountant (354408).**

Applications Close:—Friday, 2 May 2008.

Salary:—\$71,326–\$73,143 per annum.

Administrative and Clerical Employees Award, Level 9.

Permanent full-time.

Location:—Hobart.

Duties:—Provide high-level financial reporting and accounting services to the Finance Branch, oversee the facilities management services for Corporate Services and other sites and maintenance of the Agency's accounting manual.

Desirable Requirements:—Proven high-level management skills and detailed knowledge and understanding of financial and asset management and accounting principles and practices, particularly in a public sector financial environment.

Enquiries to Stephen Morrison, Director Finance, Department of Justice, phone (03) 6233 2426, email [stephen.morrison@justice.tas.gov.au](mailto:stephen.morrison@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](mailto:applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Stephen Morrison on (03) 6233 2426.

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

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

## JUSTICE

## CROWN LAW

*Director of Public Prosecutions***Administrative Assistant (354858).**

Applications Close:—Friday, 2 May 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—Hobart.

Duties:—Undertake a wide range of clerical and administrative duties to support the efficient and effective delivery of the Office of the Director of Public Prosecutions services, including the preparation and compilation of court and other legal documentation.

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



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

Enquiries to Liz Foster, Supervisor Business Support, Office of the Director of Public Prosecutions, Department of Justice, phone (03) 6233 6649, email [liz.foster@justice.tas.gov.au](mailto:liz.foster@justice.tas.gov.au).

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Liz Foster on (03) 6233 6649.

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

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

## JUSTICE

### MAGISTRATES COURT

#### *North West*

#### **Administrative Support Officer (350242).**

Applications Close:—Friday, 2 May 2008.

Salary:—\$38,927–\$42,233 pro rata.

Administrative and Clerical Employees Award, Level 3.

Permanent part-time job share, 36.75 hours per fortnight.

Location:—Burnie.

Duties:—Processing and filing all formal court documents relative to Magistrates Court and various tribunals including daily court listings and notice board lists. Data entry for all court computer based systems, including the Criminal Registry Information Management and Enquiry System (CRIMES), Civil Information Management System (CIMS) and the Financial Management Information System (Finance One).

Desirable Requirements:—General clerical experience in a court administration environment or a related field, or the ability to acquire such knowledge within a reasonable timeframe. Ability to effectively communicate, both verbally and in writing, with staff and clients at all levels.

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

Applications to Daphne Webb, Administrative Support Officer, 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](mailto:applications@justice.tas.gov.au).

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

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

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

## JUSTICE

### OFFICE OF LEGISLATION DEVELOPMENT AND REVIEW

#### **Principal Policy Officer (350318).**

Applications Close:—Friday, 2 May 2008.

Salary:—\$76,763 per annum.

Administrative and Clerical Employees Award, Level 10.

Permanent full-time.

Location:—Hobart.

Duties:—Provide high level policy and procedural advice and the management of complex projects in relation to the Attorney-General and Minister for Justice's legislative programme and the legislation which the agency administers.

Desirable Requirements:—Tertiary qualification in law.

Enquiries to Len Armsby, Director, Office of Legislation Development and Review, Department of Justice, phone (03) 6233 6754, email [len.armsby@justice.tas.gov.au](mailto:len.armsby@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](mailto:applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Rebecca Moody on (03) 6233 6401.

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

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

## JUSTICE

### TASMANIA PRISON SERVICE

#### **Prison Administration Clerk (355588).**

Applications Close:—Friday, 2 May 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—Mary Hutchinson Women's Prison.

Duties:—Undertake reception duties, including sorting of incoming and outgoing correspondence, telephone reception, booking visits, receipting of inmate monies and property and providing general customer service to clients. Undertake financial tasks including processing of prisoner requests and checking and upgrading financial transactions for inmates.

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

Enquiries to Craig Hughes, Tasmania Prison Service, Department of Justice, phone (03) 6216 8210, email [craig.hughes@justice.tas.gov.au](mailto:craig.hughes@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](mailto:applications@justice.tas.gov.au).

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If

a Statement of Duties cannot be downloaded, please contact Craig Hughes on (03) 6216 8210.

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

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

## JUSTICE

### TASMANIA PRISON SERVICE

#### *Offender Services*

#### **High Needs Support Counsellor (355594).**

Applications Close:—Friday, 2 May 2008.

Salary:—\$40,547–\$59,573 per annum.

Professional Employees Award, Level 1.

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

Location:—Risdon Prison Complex.

Duties:—To provide crisis support counselling for offenders identified as at risk of suicide or self-harm or those with complex or high support needs within the Tasmania Prison Service. Provide psycho-social assessment and treatment including the design, development, implementation and evaluation of treatment 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 in the following areas: crimes of violence, sex related offences, serious drug offences and crimes involving dishonesty. Identification check and disciplinary action in previous employment check.

Enquiries to Dr Kay Cuellar, Senior Psychologist, Tasmania Prison Service, Department of Justice, phone (03) 6216 8311, email [kay.cuellar@justice.tas.gov.au](mailto:kay.cuellar@justice.tas.gov.au).

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

For further information, please download a copy of the Statement of Duties from the [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au) website. If a Statement of Duties cannot be downloaded, please contact Jill MacArthur on (03) 6216 8310.

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

### STATE SECURITY UNIT

#### **Administration Officer (002701).**

Applications Close:—Friday, 2 May 2008.

Salary:—\$44,019–\$47,675 per annum.

Administrative and Clerical Employees Award, Level 4.

Permanent full-time.

Location:—Hobart.

Duties:—Provide administrative, clerical and keyboard support to the Director and other staff in the State Security Unit (SSU) with a focus on co-ordination of the administrative function of security checks.

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, crimes involving dishonesty, serious traffic offences.

Enquiries to Mr Simon Roberts, Policy and Planning Officer, State Security Unit, Department of Police and Emergency Management, G.P.O. Box 308, Hobart, 7001, phone (03) 6230 2500, fax (03) 6230 2259, email [Simon.Roberts@police.tas.gov.au](mailto:Simon.Roberts@police.tas.gov.au).

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

## PRIMARY INDUSTRIES AND WATER

### RESOURCE MANAGEMENT AND CONSERVATION

#### *Biodiversity Conservation*

#### **Wildlife Health Officer (702798).**

Applications Close:—Friday, 2 May 2008.

Salary:—\$62,286–\$67,714 per annum.

Professional Employees Award, Level 2.

Permanent full-time.

Location:—Hobart.

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

Duties:—As a senior professional practitioner, contribute to the development and implementation of native wildlife health policy, practices, programmes and surveillance. Provide high level, professional advice on native wildlife health matters.

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

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

Desirable Requirements:—A current motor vehicle driver's licence. Wilderness First Aid Certificate or Work Place Level 2 First Aid Certificate.

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

Enquiries to Melina Boerma, phone (03) 6233 6996, email [melina.boerma@dpiw.tas.gov.au](mailto:melina.boerma@dpiw.tas.gov.au).

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

## PRIMARY INDUSTRIES AND WATER

### RESOURCE MANAGEMENT AND CONSERVATION

#### *Land Conservation*

#### **Geoconservation Officer (702797).**

Applications Close:—Friday, 2 May 2008.

Salary:—\$62,286–\$67,714 per annum.

Professional Employees Award, Level 2.

Fixed-term full-time from as soon as possible until 5 November 2008, or until the return of the occupant of position number 340902, whichever is the sooner.

Location:—Hobart.

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

Duties:—As a senior professional practitioner, provide high level scientific and technical advice and support to the Section Leader, Earth Science on issues related to the conservation, management and protection of Tasmania's geodiversity, including that occurring in off-reserve and/or coastal and estuarine environments.

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

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

Desirable Requirements:—Current Level 2 first aid certificate. A current motor vehicle driver's licence. Coxswains ticket or current motor boat licence.

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

Enquiries to Sue Reid, Department of Primary Industries and Water, phone (03) 6233 2185, email sue.reid@dpiw.tas.gov.au.

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

#### PRIMARY INDUSTRIES AND WATER

##### RIVERS AND WATER SUPPLY COMMISSION

#### **Business Analyst (702796).**

Applications Close:—Friday, 2 May 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

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

Duties:—Provide support to senior management on corporate management issues including preparation of corporate budget, management financial reports and project financial modelling, along with managing and participating in the delivery of business and administrative services and overseeing procurements and management of contracts.

Desirable Requirements:—An appropriate tertiary qualification in Economics, Commerce, or Business Management. A current motor vehicle drivers licence.

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

Enquiries to Adrian Paine, phone (03) 6233 4960, email adrian.paine@dpiw.tas.gov.au.

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

#### TAFE TASMANIA

##### CORPORATE SERVICES

#### *Infrastructure and Applications Services Branch*

#### **Senior Corporate Applications Support Officer— (Re-advertised) (330766).**

Applications Close:—Friday, 2 May 2008.

Salary:—\$55,020–\$60,476 per annum.

Administrative and Clerical Employees Award, Computer Systems Officer, Level 2 (A and C, Level 6-7).

Permanent full-time.

Location:—Hobart.

Duties:—The Senior Corporate Applications Support Officer will work as part of a team responsible for the ongoing development, operation, integration and maintenance of TAFE Tasmania's Corporate Applications. The functions of this position may involve working outside of normal office hours.

Desirable Requirements:—Possession of a University degree or other post secondary qualification and/or at least two years industry experience in the ongoing development, operation, integration and maintenance of Corporate Applications. Drivers licence.

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

Enquiries to Marg Carr, Manager, Applications Support and Development, TAFE Tasmania, phone (03) 6233 5465, email Margaret.Carr@tafe.tas.edu.au.

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

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

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

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

#### TAFE TASMANIA

##### DELIVERY TEAMS

#### *Construction*

#### **Administrative Assistant (331161).**

Applications Close:—Friday, 2 May 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—Clarence.

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

Enquiries to Simon Nuss, A/Statewide Co-ordinator, Construction, TAFE Tasmania, phone (03) 6245 8061, email Simon.Nuss@tafe.tas.edu.au.

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

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



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

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

#### TAFE TASMANIA

##### DELIVERY TEAMS

##### *Community and Disability Services*

#### **Administrative Assistant (331410).**

Applications Close:—Friday, 2 May 2008.

Salary:—\$38,927–\$42,233 per annum.

Administrative and Clerical Employees Award, Level 3.

Permanent full-time.

Location:—Clarence.

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

Enquiries to Catherine Udovicic, Team Leader, Community and Disability Services, TAFE Tasmania, phone (03) 6245 8013, email [Catherine.Udovicic@tafe.tas.edu.au](mailto:Catherine.Udovicic@tafe.tas.edu.au).

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

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

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

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

#### TAFE TASMANIA

##### ORGANISATIONAL AND BUSINESS DEVELOPMENT

##### *Communications, Marketing and Branding*

#### **Website Co-ordinator (330792).**

Applications Close:—Friday, 2 May 2008.

Salary:—\$53,188–\$55,020 per annum.

Administrative and Clerical Employees Award, Level 6.

Permanent full-time.

Location:—Hobart or Launceston.

Now is an exciting time to join Tasmania's premier training organisation in the Communications, Marketing and Branding team.

You will have a passion and flair for using the latest web communication techniques to achieve branding and marketing goals. Demonstrated skills in flash animation production and search engine maximisation is an advantage.

This role represents an exceptional opportunity for someone wanting to make their mark on one of Tasmania's most recognised brands and help to take it successfully into the future.

Duties:—To work as part of TAFE Tasmania's Communications, Marketing and Branding team, responsible for the co-ordination and maintenance of TAFE Tasmania's internal and external web site content.

Desirable Requirements:—Current driver's licence.

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

Enquiries to Sam Steven, Marketing Consultant, TAFE Tasmania, phone (03) 6233 6867, email [Sam.Steven@tafe.tas.edu.au](mailto:Sam.Steven@tafe.tas.edu.au).

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

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

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

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

#### TREASURY AND FINANCE

##### GOVERNMENT PRICES OVERSIGHT COMMISSION/OFFICE OF THE TASMANIAN ENERGY REGULATOR

#### **Senior Policy Analyst (724072).**

Applications Close:—Friday, 2 May 2008.

Salary:—\$64,096–\$67,714 per annum.

Administrative and Clerical Employees Award, Level 8.

Permanent full-time.

Location:—Hobart.

Duties:—In the context of the selection criteria, to be successful in the position, applicants:—will be responsible for the management of licensing processes and maintenance of regulatory codes applicable to Tasmanian gas and electricity industries and will assist in the development of policy advice on electricity market structure issues arising from the State's participation in the National Electricity Market and the development of electricity retail competition and gas market structure issues in relation to the administration and implementation of the regulatory codes applicable to Tasmanian gas industries.

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

Enquiries to Ray Chan, Assistant Director, Government Prices Oversight Commission/Office of the Tasmanian Energy Regulator, Department of Treasury and Finance, phone (03) 6233 6204, email [ray.chan@treasury.tas.gov.au](mailto:ray.chan@treasury.tas.gov.au).

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

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



## Tasmanian Government Senior Executive Service

### HEALTH AND HUMAN SERVICES

#### HUMAN SERVICES

#### *Children and Family Services*

#### Directorate

#### ***Area Manager South West Children and Family Services (516728).***

Applications Close:—Friday, 2 May 2008.

Salary:—\$93,075–\$102,383 per annum.

Senior Executive, Level 1.

Fixed-term full-time day work, commencing as soon as possible for a period of 5 years.

Location:—Children and Family Services, Hobart.

Duties:—The Department of Health and Human Services is seeking an Area Manager for the South-West to join the committed and dedicated Children and Family Services team. This is an exciting opportunity as Human Services are undergoing major changes to improve the outcomes for Tasmanian children and families. This key role will lead service delivery for the South-West and will be charged with the responsibility of implementing the reform agenda. This role

will face significant challenges to integrate human services across the area to provide quality services for Tasmania's disadvantaged. The ability to motivate, lead and direct the change is fundamental to this role. The position will also need to ensure continued service delivery through this change management process. In addition to a supportive work environment and excellent career development opportunities, a move to Tasmania also offers the benefit of affordable real estate, a strong sense of community and an enviable combination of a city lifestyle, with easy access to the Tasmania's impressive beaches, lakes and national parks.

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

Enquiries to Mark Byrne, Department of Health and Human Services, phone (03) 62334719, email mark.byrne@dhhs.tas.gov.au.

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

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

## Staff Movements

### *Resignation of Permanent Employees*

<i>Agency</i>	<i>Position No. and Title</i>	<i>Occupant's Name</i>	<i>Date Effective</i>
Health & Human Services	514818 Community Health Nurse	C. Pullen	04.04.08
Health & Human Services	516676 Senior Business Support Officer	K. Bowen	24.04.08
Health & Human Services	506048 Disability Worker	N. Langford	31.03.08
Health & Human Services	511562a Registered Nurse	B. Wilson	31.03.08
Health & Human Services	511602 Disability Worker	J. King	31.03.08
Health & Human Services	511594a Enrolled Nurse	L. Jex	31.03.08
Health & Human Services	514177 Practice Manager	L. Green	26.03.08
Infrastructure, Energy & Resources	371811 Driver Testing Officer	P. Manning	31.03.08
Justice	350242 Clerk	N. Wing	14.02.08
Justice	350489 Correctional Officer	P. M. Gordon	08.04.08
Primary Industries & Water	702241 Senior HR Officer (Payroll and Personnel)	N. Cole	14.04.08
Port Arthur Historic Site Management Authority	-- Cleaner	K. Batchelor	09.04.08
Port Arthur Historic Site Management Authority	-- Food and Beverage Assistant	M Grinstead	09.04.08

### *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>
Primary Industries & Water	348102 Computer Systems Officer	M. G. Parssey	Infrastructure, Energy & Resources	372060 Enterprise Application & Information Intergator	14.04.08

*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>
Environment, Parks, Heritage & the Arts	424587 Administrative Assistant	S. Isham	6 months	07.04.08
Environment, Parks, Heritage & the Arts	705680 Executive Assistant	D. Shadwick	6 months	09.04.08
Environment, Parks, Heritage & the Arts	705602 Site Coordinator - Highfield Historic Site	L. Scott	6 months	09.04.08
Health & Human Services	517246 Child and Family Health Nurse	A. Welsh	6 months	21.04.08
Health & Human Services	510010 Hospital Aide	R. Kelly	6 months	13.04.08
Health & Human Services	517468 IT Officer	D. Kapinga	6 months	20.03.08
Health & Human Services	517469 IT Officer	J. Da Costa	6 months	04.04.08
Health & Human Services	517741 IT Officer	R. Griffin	6 months	07.04.08
Health & Human Services	517742 IT Officer	A. Van Harselaar	6 months	07.04.08
Health & Human Services	516719 Enrolled Nurse (Medication Endorsed)	J. Ivers	6 months	07.04.08
Health & Human Services	513957 IT Officer	T. Douglas	6 months	14.04.08
Health & Human Services	503864 Administrative Officer	D. Cousens	6 months	18.03.08
Health & Human Services	503972 Registered Nurse	D. Terwal	6 months	18.03.08
Health & Human Services	503977 Registered Nurse	S. Shadgett	6 months	18.03.08
Health & Human Services	517540 Registered Nurse	M. Olden	6 months	18.03.08
Health & Human Services	503971 Registered Nurse	S. Mineall	6 months	18.03.08
Health & Human Services	517539 Registered Nurse	F. Cummins	6 months	18.03.08
Health & Human Services	503970 Registered Nurse	A. Brewer	6 months	18.03.08
Health & Human Services	503961 Registered Nurse	K. Aylmer	6 months	18.03.08
Health & Human Services	517486 Social Worker	J. Wirsu	6 months	28.04.08
Health & Human Services	508433 Registered Nurse	H. Mitchell	6 months	03.12.08
Health & Human Services	508338 Pharmacy Receptionist	K. Tsakiris	6 months	08.04.08
Health & Human Services	512245 Community Education & Program Support Officer	B. Phillips	6 months	15.04.08
Infrastructure, Energy & Resources	372082 Publications Officer	C. Grove	6 months	17.03.08
Infrastructure, Energy & Resources	902810 School Crossing Patrol Officer	C. Lewer	6 months	06.03.08
Infrastructure, Energy & Resources	371660 Executive Assistant	M. Peebles	6 months	09.04.08
Infrastructure, Energy & Resources	372559 Oracle Specialist	J. R. Kuliszewski	6 months	01.04.08
Justice	355812 Administrative Assistant	C. Gorringer	6 months	14.04.08
Police & Emergency Management	002441 Clerk, Traffic Liaison Services, Operations Support	T. Cotton	6 months	07.04.08
Primary Industries & Water	340193 Zoologist (Threatened Species)	C. Hawkins	6 months	15.04.08
Primary Industries & Water	701956 Senior Conservation Investigations Officer	M. Root	6 months	07.04.08
Primary Industries & Water	702668 Coordinator (Fox Eradication Program)	S. Barrow	6 months	07.04.08

*Fixed-term Appointments of Greater than 12 Months*

<i>Agency</i>	<i>Position Number and Position Title</i>	<i>Occupant's Name</i>	<i>Probation Period</i>	<i>Duration</i>
Environment, Parks, Heritage & the Arts	706128 Field Officer	J. Gibsonn	N/A	2 years
Environment, Parks, Heritage & the Arts	706129 Field Officer	A. Learmonth	16 weeks	2 years
Environment, Parks, Heritage & the Arts	706127 Field Officer	C. Speer	3 months	2 years
Infrastructure, Energy & Resources	372074 HR Advisor	D. Grave	Nil	18 months

*Promotion of Permanent Employees*

<i>Agency</i>	<i>Position No. and Title</i>	<i>Occupants Name</i>	<i>New Agency</i>	<i>New Position No and New Title</i>	<i>Date of Movement</i>
Health & Human Services	501488 Client Support Officer	B. Robinson	Health & Human Services	503318 Finance Services Officer (Debt Follow-up)	15.04.08
Health & Human Services	508955 Clinical Nurse	D. Burton	Health & Human Services	508947 Nurse Unit Manager	06.04.08
Health & Human Services	500335 Senior Policy Analyst	H. Mulcahy	Health & Human Services	513977 Principal Policy Analyst	14.04.08
Health & Human Services	511989 Holding Position	G. Hughes	Health & Human Services	501508 Information Support Officer	14.04.08
Treasury & Finance	723263 Senior Executive Officer	A. Oakley	Health & Human Services	517397 Policy Officer	22.04.08
Health & Human Services	512184 Pharmacist	A. Tria	Health & Human Services	517460 Specialist Pharmacist, Paediatrics NPICU	09.04.08
Health & Human Services	516515 IT Officer - Graduate Recruit	D. Beams	Health & Human Services	517655 Senior Project Officer	14.04.08
Infrastructure, Energy & Resources	371391 Executive Assistant	K. Crew	Infrastructure, Energy & Resources	372043 Executive Officer Business Services	20.03.08
Infrastructure, Energy & Resources	370976 Service Delivery Consultant	A. Batchelor	Infrastructure, Energy & Resources	370157 Operations Officer	15.03.08
Police & Emergency Management	000728 Coordinator, Accounting Operations	L. Matthews	Police & Emergency Management	002945 Senior Budget Officer, Financial Management Services	08.04.08
Health & Human Services	501767 Community Development Officer	J. Dingley	Premier & Cabinet	001429 Policy Analyst	14.04.08
Primary Industries & Water	701089 Field Officer (Fox Eradication Program)	C. Bester	Primary Industries & Water	702716 Coordinator (Monitoring)	07.04.08
Premier & Cabinet	000818 Graduate Research Officer	Z. Lange	Primary Industries & Water	702729 Policy Officer	07.04.08
Primary Industries & Water	341152 Utility Officer	R. Cordwell	Primary Industries & Water	702727 Field Assistant (Carp Management)	09.04.08
Primary Industries & Water	26228 Microbiology Technologist	T. Wagner	Primary Industries & Water	702756 Quality Systems Officer	08.04.08
Primary Industries & Water	702571 Natural Values Assessment Officer	A. Harvey	Primary Industries & Water	701881 Senior Natural Values Assessment Officer	14.04.08
Primary Industries & Water	702049 Business Manager	M. Richardson	Primary Industries & Water	702740 Business Manager (Water Development Program)	14.04.08
Treasury & Finance	723172 Administrative Officer	J. Peterson	Treasury & Finance	723378 Budget Officer	10.04.08

*Retirement of Permanent Employees*

<i>Agency</i>	<i>Position No. and Title</i>	<i>Occupant's Name</i>	<i>Date Effective</i>
Health & Human Services	512021 Registered Nurse	B. Batchelor	07.04.08
Health & Human Services	503511 Administrative Assistant	H. McCormick	11.04.08
Primary Industries & Water	341096 Clerk	A. Geeves	11.04.08
Primary Industries & Water	700470 Property Officer	M. Anning	12.04.08
Treasury & Finance	723506 Client Services Officer	G. Stabb	14.04.08

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